



Palawan State University
Quality Management System

Library Operations Manual

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LIBRARY OPERATIONS MANUAL

(Approved as per Resolution No. 74,
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Definition of Terms and Acronyms

Call number - A call number is used to classify an item by subject in order that resources on the same topic can be grouped together on the shelf

Cataloging - is the process of adding an item to a catalog, a process typically including bibliographic description, subject analysis, and classification

Circulation - It provides lending services and facilities for return of loaned items. Renewal of materials and payment of fines are also handled at the circulation desk

Filipinina section - This section is a repository of materials regarding the Philippines either published within or outside the country

Indexing - act of describing or classifying a document such as journals and magazines by index terms within a field of knowledge

Mechanical processing - the act of covering, labeling and other physical preparation of the book in the technical section for shelving.

Process slip - a temporary shelvest for cataloging of books, usually handwritten.

Shelflist - a file of bibliographic records arranged by call number used by the technical librarian as the primary records of collection of books.

Weeding - is the systematic removal of resources from a library based on selected criteria

Write protected - protected data on a computer disk so that it cannot be changed or removed by a user

AACR	Anglo-American Cataloguing Rules
AACUP	Accrediting Agency of Chartered Colleges and Universities in the Philippines
BLIS	Bachelor of Library and Information Science
CCRD	College of Community Resources and Development
CD ROM	Compact Disc Read-Only Memory
DVD	Digital Versatile Disc
ETEEAP	Expanded Tertiary Education Equivalency and Accreditation Program
IMC	Instructional Media Center
IRRI	International Rice Research Institute
KDC	Knowledge Development Center
LCD	Liquid crystal display
LES	Laboratory Elementary School
LHS	Laboratory High School
MAED	Master of Arts in Education
MLIS	Master of Library and Information Science
MOA	Memorandum of Agreement
MPA	Master of Public Administration
OPAC	Online Public Access Catalog
OSAS	Office of the Student Affairs and Services
PCCARD	Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
PO	Purchase Order
PR	Purchase Request
SC	Special Collection
VPAA	Vice President for Academic Affairs

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1 Office Context

1.1 Vision

An internationally recognized university that provides relevant and innovative education and research for lifelong learning and sustainable development.

1.2 Mission

Palawan State University is committed to upgrade people's quality of life by providing education opportunities through excellent instruction, research and innovation, extension, production services and transnational collaborations.

1.3 Quality policy

We provide equal opportunities for relevant and innovative higher education and advanced studies in Southeast Asia for sustainable development.

We strongly commit to produce competent and humane graduates and help develop resilient communities through excellent programs in instruction, research, extension, and transnational collaborations.

We shall continually upgrade our quality management system to adapt to the changing societal needs and aspirations.

1.4 Core Values

Excellence in Service
Quality Assurance
Unity in diversity
Advocacy for sustainable development
Leadership by example
Innovation
Transparency
Youth empowerment

1.5 Goals

1.5.1 To continuously improve its services to meet the information needs and expectations of the community

1.5.2 To provide access to comprehensive library materials and tools locally and externally for all academic programs

1.5.3 To create hospitable environment and facilities inspiring learning and research

1.5.4 To collaborate internally and externally to promote a culture of research

1.5.5 To continuously develop and sustain expertise and commitment of all library staff

1.6 Objectives

1.6.1 To conduct survey research on user's information needs and expectations

1.6.2 To streamline services through regular review of policies and procedures

1.6.3 To acquire additional relevant library resources per academic program

1.6.4 To improve continuous access to the library resources and management system

1.6.5 To enhance the environment cleanliness, lighting and ventilation

1.6.6 To provide appropriate and comfortable equipment and amenities

1.6.7 To collaborate with faculty and researchers within and outside the university

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1.6.7 To preserve linkages with institutions and organization relevant to the university's goals

1.6.8 To seek opportunities for training and staff development

1.6.9 To support staff in pursuing graduate studies

1.7 Brief History and Governance

The Palawan State University was formerly named Palawan Teachers' College. It was created under Republic Act Number 4303 and opened its door for enrolment on July 5, 1972. Because of the lack of classrooms then, classes were held at the Palawan National High School (PNHS) in the evening. The administration office was temporarily housed at the Rafols Hotel while the College Library was housed at a rented part of the residence of Dr. and Mrs. Arturo Carlos managed by Prof. Anastacio Vergel De Dios. Towards the end of the year, the administration and the library were transferred to the Palawan National High School campus so that the students could avail of the services of the college library without any inconvenience on their part. Towards the end of May 1975, construction started on the site donated by the Provincial Government at Manalo Street, Puerto Princesa City. Another site was given by the city government in Sitio Santa Monica where the college facilities including the library are located except those that are used by the elementary and graduate classes which are housed at the Manalo campus. The Library was established in this campus, and it was located at the 2nd floor of the College of Nursing and Health Sciences.

The unfolding of the years of the existence of the PTC, now PSU also mirrored the unfolding of the existence of its library and the librarians; Anastacio Vergel De Dios (1972-1981); Dr. Romeo Valdez, (1981-1983) and Lourdes C. Salvador (April 1983 to the present)

Before, the University Library used the "closed shelf" system in its book circulation. However, in response to the current trends, the "open shelf" system was adopted. In 1984, the library was located at the 3rd floor of the administration building in Tiniguiban with an area of 540 square meters. From 1983 to date, the library was headed by Prof. Lourdes C. Salvador who started fixing the physical set-up of the library. The

growing number of students of the Graduate and Law Schools prompted the administration to set up had a library in order to cater to their needs. It is located at the 3rd floor of Graduate/Law Building, Manalo campus.

In 1994, the Instructional Media Center was organized at the 5th floor of the administration building. Unfortunately, on the eve of May 6, 2004 a fire razed the entire 5th floor including the Instructional Media Center. All the equipments and materials were gone. However, at present, the library personnel are now trying to start all over again to build the

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IMC collection in order to meet the needs of the library users. In 2005, the University President Dr. Teresita L. Salva instructed the engineers to repair the 5th floor not only to restore the IMC but also to rehabilitate the whole floor to be occupied by the Library for a more spacious and conducive for learning area. In June 2006, the Instructional Media Center was re-opened, with the addition of periodicals and Archive Sections.

At present, the main library is housed on the 4rd and the 5th floors of Administration Building. It has a total area of 1,080 square meters with thirty thousand volumes of books and an additional volume of periodicals.

The library now has two branches, the elementary and the Graduate/Law School located at the Manalo campus.

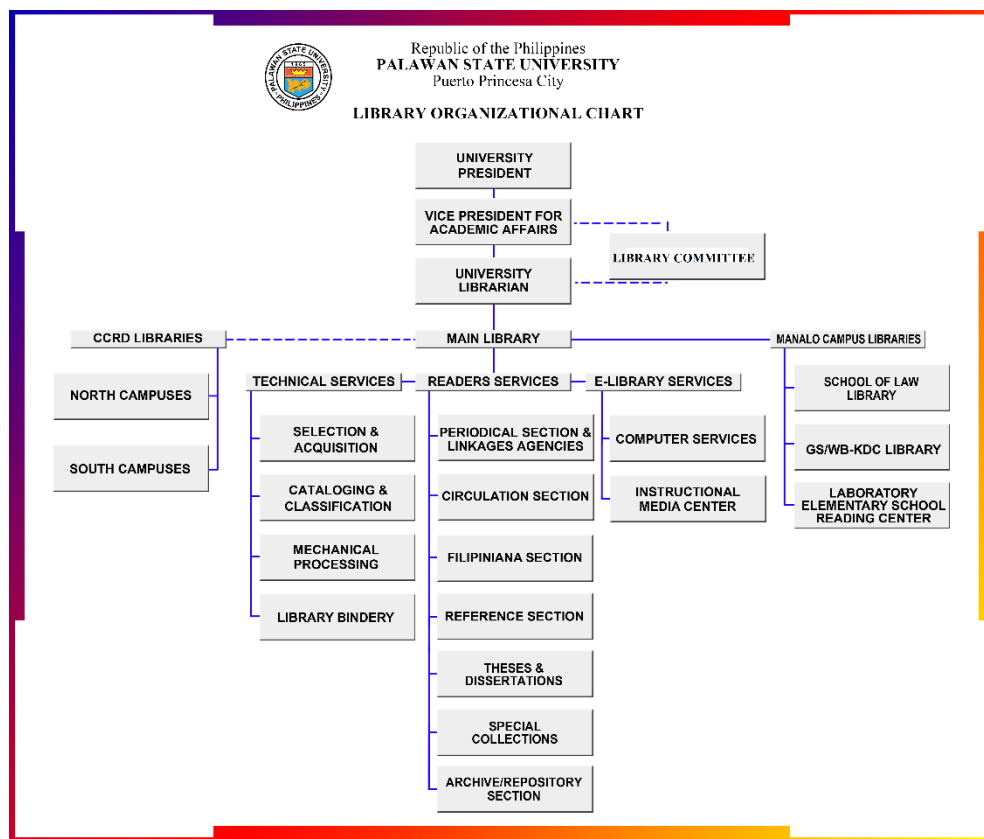
In summer 2011, the main library re-arranged its physical set-up (4th floor), so as to make the different services more accessible to the library clientele. The following sections were included: Circulation Section, Reference & Reserve Section, Periodical Section & Theses & Filipiniana Section and organized an Archives Section, as suggested by the Accreditors. In addition, the library has an Instructional Media Center and Bindery Section.

The library is headed by a licensed librarian with Master's Degree, three (3) professional Librarians one of which has MLIS degree and two (2) of them are currently taking up their MLIS degree; three (3) regular non-professional staff; one (1) temporary staff which is currently enrolled at ETEEAP on BLIS program ; one (1) casual also enrolled at ETEEAP on BLIS program; six (6) contractual, three of them were a major in Library Science in which two of them are currently taking up MLIS degree and three (3) are Degree holders with the different courses, two (2) of them are currently taking up their MPA and MAED and eleven (11) student assistants.

Under the leadership of a dynamic President Jeter S. Sepeñe, a groundbreaking ceremony for the soon-to-rise library building was made last November 12, 2012, as part of the celebration of the PSU University Day. Currently, an initial funding of forty million pesos (40,000,000.00) were issued as guaranteed by its Certificate of availability of funds (CAF), the phase I construction will start on the 2nd quarter of 2014.

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1.8 Organizational Chart



1.9 Staffing Pattern

1.9.1 University Librarian

The University Librarian is responsible for the overall planning, organization, implementation and supervision of the University library in consonance with the mission and vision of the University.

Specific Duties:

1.9.1.1 Policy Making and Planning

1.9.1.1.1 Formulate objectives of the library that will be reflective of the mission and objectives of the institution;

1.9.1.1.2 Enforce library rules and regulations, and, pursuant thereto, exercise the following powers:

1.9.1.1.2.1 Impose administrative fines prescribed in accordance with University rules for defacement, mutilation, misappropriation, or stealing of any library materials or property, or for any violation of library rules and regulations;

1.9.1.1.2.2 Curtail library privileges of any person who makes unnecessary noise or holds loud conversation, eats within the library premises, or engages in other behavior disruptive of library operations;

1.9.1.1.2.3 Consistent with University policies, issue implementing rules and regulations as may be necessary for the proper functioning of the library; and

1.9.1.1.2.4 Institute disciplinary action, in accordance with general rules on discipline, against any person who violates library rules and regulations;

1.9.1.3 Determine requirements for books, periodicals, equipment, and supplies for the current year,

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1.9.1.4 Establish a system for acquisition of the library resources and facilities,

1.9.1.5 Formulate and implement policies and development programs for the library-holdings, staff, and facilities;

1.9.1.6 Plan and schedules the annual library development program and prepare the annual reports;

1.9.1.7 Prepare and recommend budget proposals for books, library materials, and equipment, and

1.9.1.8 Recommend plans for library improvement.

1.9.1.2 Organization, Implementation and control

1.9.1.2.1 Supervise and control the operation of the library and to implement the rules and guidelines governing the use of its facilities and capital resources;

1.9.1.2.2 Conduct library orientation session/lessons to students in co-ordination with the Vice President for Academic Affairs;

1.9.1.2.3 Supervise the library staff;

1.9.1.2.4 File library records and correspondence;

1.9.1.2.5 Attend faculty meetings and other similar professions gatherings of the Institution;

1.9.1.2.6 Participate in conferences, seminars, and workshops related to academic library management and services;

1.9.1.2.7 Establish linkages with various individuals or agencies that are possible sources for the development/improvement of the library;

1.9.1.2.8 Evaluate the performance of the library personnel and the library programs and services;

1.9.1.2.9 Prepare annual and periodic reports of the library;

1.9.1.2.10 Receive, approve, and act upon requisition of services from the different departments/offices directed to the center

1.9.1.2.11 Advertise the university library's services and resources among faculty and students;

1.9.1.2.12 Act as secretary to the Library Committee;

1.9.1.2.13 Conduct, encourage, and participate in studies geared toward the upgrading of the programs and services of the University library; and

1.9.1.2.14 Develop and maintain a set-up and work climate that will ensure operational work efficiency in the library.

1.9.2 Technical Librarian

The technical librarian performs the processes and procedures in the technical section of the library. The responsibility ranges from selection, acquisition to cataloging and classification, indexing, abstracting, and inventory of books, serials, and non-book collections acquired by the University library. The technical librarian is mainly responsible for the technical and mechanical processing of all library materials.

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Specific Duties

1.9.2.1 Selection and Acquisition

1.9.2.1.1 Participate in the selection and acquisition of books, serials/journals and non-book materials to support the curricular offerings and research related activities of library customers;

1.9.2.1.2 Collate and access selected and acquired collections.

1.9.2.1.3 Assist in the performance of the financial requirements for transactions made from collections selected and acquired;

1.9.2.1.4 Assist in the monitoring of financial accounts expended through acquisition activities of the library, and

1.9.2.2 Collection Development

1.9.2.2.1 Assist in collection evaluation to determine the strengths and weaknesses of the collection

1.9.2.2.2. Assist the university librarian in the preparation of the collection development plan and in the formulation and review of collection management Policy;

1.9.2.2.3 Check library holdings against standard bibliographies to ensure the quality of the collection;

1.9.2.2.4 Coordinate with the College Deans, Department heads and faculty members regarding their suggestions/recommendations of books to be purchased;

1.9.2.2.5 Determine the materials the need to be weeded out in consultation with the Library Committee;

1.9.2.2.6 Secure all newly acquired and unprocessed library materials.

1.9.2.2.7 Prepare a list of discarded materials.

1.9.2.3 Classification and Cataloging:

1.9.2.3.1 Catalog and classify newly acquired books;

1.9.2.3.2. Assign subject headings, and prepared process slips and prepare different catalogue cards for newly acquired library collections;

1.9.2.4 University Library Secretary

1.9.2.4.1 Systematically files records/correspondence received by the university Library;

1.9.2.4.2 Records donated subscription received by the library;

1.9.2.4.3 Prepares communications of the unit to internal/external persons/offices

1.9.2.4.4 Inputs library database into the computer for easy retrieval of information; and

1.9.2.4.5 Encode PRs and other library task related to encoding.

1.9.2.5 Professional Development:

1.9.2.5.1 Attend external/internal continuing education training/ seminar or other profession gathering or functions; and

1.9.2.5.2 Perform other library-related tasks as requested by the University Librarian

1.9.3 Elibrary Services Librarian

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The assistant technical librarian supports the technical librarian in the classification and cataloging of collections received by the technical section. The librarian likewise assists in the collation, preparation of P-slips, librarian's cards, and catalogues cards. He makes the books ready for circulation, and assists in listing bibliography of the newly acquired collections.

1.9.3.1 In-charge of Computer Services:

The in charge directly supervises the computer room and the assigned personnel/staff. He ensures the continuous computer services which includes internet, printing and other multimedia related activities.

1.9.3.1.1 Ensures the continuous OPAC, internet, e-books and e-journals services;

1.9.3.1.2 Directs the computer specialist in minor repairs to hardware, software, and peripheral equipment, following design or installation specifications;

1.9.3.1.3 Oversee the daily performance of the library systems;

1.9.3.1.4 Maintain backups of all relevant electronic data;

1.9.3.1.5 Review policies and procedures of all library electronic collection;

1.9.3.1.6 Confer with staff, users, and management to establish requirements for new systems or modifications.

1.9.3.2 In-charge Instructional Media Center

The IMC technician is directly supervising the center and the assigned personnel/staff. He receives and allocates requests for the use of the facilities of the center in order to cater to the request of the users and make sure that all requests are accommodated with utmost courtesy and total customer satisfaction. He also ensures that all appropriate equipment is available and well maintained at all times for he is liable in case of damage or loss of any equipment arising from accident, negligence or force majeure. He further maintains a schedule of activities on the utilization of IMC room.

1.9.3.2.1 Receive requests for the use of the facilities of the center and allocate resources in order to cater to the requests;

1.9.3.2.2 Ensure that all request are accommodated with utmost courtesy and total customer satisfaction;

1.9.3.2.3 Ensure that all appropriate equipment are available and well-maintained at all times;

1.9.3.2.4 Maintain a schedule of activities on the utilization of IMC.

1.9.4 Readers Services/Circulation Librarian

The main responsibility of the Readers' Services librarian is to plan for the proper organization of the section and ensure that the library collection is balanced, secured and updated as support to the curricular programs of the university and in compliance with the prescribed standards. She supervises the operations in the circulation, reference and reserve, and Periodical and Filipiniana sections which under the Readers Services Section.

Specific Duties:

1.9.4.1 Planning, organizing, Implementation and control

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- 1.9.4.1.1 Design a plan for the flow of services involved in the readers services section;
- 1.9.4.1.2 Formulate policies and guidelines governing the section;
- 1.9.4.1.3 supervise the implementation and control of procedures in the section; and
- 1.9.4.1.4 Secure all library materials in the section.
- 1.9.4.1.5 Prepare the annual report of the readers services section;
- 1.9.4.1.6 prepare and recommend budget proposals for books, library materials for purchase to the university librarian;
- 1.9.4.1.7 Assist the university librarian in library orientation/lessons to the freshmen students.
- 1.9.4.1.8 Supervise the library staff in the readers service;

1.9.5 Readers Services Librarian

The main responsibility of the Readers Services librarian is to plan for the proper organization of the section and ensure that the library collection is balanced, secured and updated as support to the curricular programs of the university and in compliance with the prescribed standards. She supervises the operations in the Circulation, Reference and Reserve, and Periodical and Filipiniana sections which under the Readers Services Section.

Specific Duties:

1.9.5.1 Planning, organizing, Implementation and control

- 1.9.5.1.1 Design a plan for the flow of services involved in the readers services section;
- 1.9.5.1.2 Formulate policies and guidelines governing the section;
- 1.9.5.1.3 Supervise the implementation and control of procedures in the section; and
- 1.9.5.1.4 Secure all library materials in the section.
- 1.9.5.1.5 Prepare the annual report of the readers services section;
- 1.9.5.1.6 Prepare and recommend budget proposals for books, library materials for purchase to the university librarian;
- 1.9.5.1.7 Assist the university librarian in library orientation/lessons to the freshmen students.
- 1.9.5.1.8 Supervise the library staff in the readers service;
- 1.9.5.1.9 Perform other library related tasks as required by the Unit Head.
- 1.9.5.1.10 Consolidate statistical data of users

1.9.6 Reference and Reserve Librarian

The Reference and Reserve librarian takes charge of the reference needs and the circulation of the Reserve collections to users. Materials in the area are circulated for room use only and the librarian observes a close monitoring and statistical recording of the circulation of materials in these sections.

Specific Duties

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1.9.6.1 Reference services:

- 1.9.6.1.1 Render reference/readers' service to users;
- 1.9.6.1.2 Shelving and shelf reading of books in the reference and reserve section
- 1.9.6.1.3 Coordinate with the library staff on matters related to research needs of users;
- 1.9.6.1.4 Keep a record of all reference queries;
- 1.9.6.1.5 Implement the policy of collection in the reference and reserve section
- 1.9.6.1.6 Records the daily statistics and consolidate and submit to the university librarian for encoding;
- 1.9.6.1.7 Assist in inventory and in the care and repair of collections in the section assigned;
- 1.9.6.1.8 Discharge books loaned to and receive books returned by clients;
- 1.9.6.1.9 Implement the circulation policy of the University library in the section assigned.

1.9.6.2 Reserve Collection Service:

- 1.9.6.2.1 Loan out or take in books borrowed by users and implement the policy for circulation of the reserve collection;
- 1.9.6.2.2 Provide users access to the reserve collection;
- 1.9.6.2.3 Monitor the operation of the section;
- 1.9.6.2.4 Prepare a statistical report on reserve book service operation; and
- 1.9.6.2.5 Assist in the inventory of collections in the reserve section and in the care and repair of materials in the area.
- 1.9.6.2.6 Perform other library related tasks as required by the section head.

1.9.7 Periodical/Filipiniana/Theses and Dissertation Librarian.

1.9.7.1 Periodical Services

- 1.9.7.1.1 Assist the technical section in posting subscriptions to daily periodical;
- 1.9.7.1.2 Receive periodical deliveries and make periodical subscriptions to facilitate eventual payment;
- 1.9.7.1.3 Acknowledge receipt of periodical subscriptions to facilitate eventual payment;
- 1.9.7.1.4 Perform statistics of periodicals used by clients and make monthly performance report;
- 1.9.7.1.5 Build subject headings information file materials (vertical file from flyers and/or back issues of periodicals received by the library);
- 1.9.7.1.6 Index locally subscribed periodical collections; and
- 1.9.7.1.7 Ephemerally bind back issues of periodical subscriptions of the University library.

1.9.7.2 Indexing

- 1.9.7.2.1 Select periodical/journal entries that are relevant to the various curricula in the university;
- 1.9.7.2.2 Assign subject headings to news/journal/editorial columns relevant to the curriculum;

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1.9.7.2.3 Prepare indexes of selected periodical/journal entries the support the curriculum for easy access and/or retrieval by users; and

1.9.7.2.4 To make abstracts of some selected collections of research value.

1.9.7.3 Filipiniana Collection Services

1.9.7.3.1 Charge our or receive borrowed books and implement the policy of Filipiniana collection;

1.9.7.3.2 Monitor the operation of the section;

1.9.7.3.3 Prepare a statistical report of the use of Filipiniana collection; and

1.9.7.3.4 Assist the Technical section in the inventory of collection in the Filipiniana section;

1.9.7.3.5 Perform other library related tasks as required by the section head.

1.9.8 Graduate School Librarian

The Graduate school librarian shall promote the optimum use of the graduate school library facilities and material resources; should maintain all records that would facilitate and safeguard the efficient use of the graduate school library holdings and shall perform the following services: circulation, technical assistance service for theses/dissertations, indexing service and readers' advisory service.

1.9.8.1 Circulation/Readers' Advisory service/Reference Service:

1.9.8.1.1 Charge out and take in borrowed books;

1.9.8.1.2 Render reference/readers' service to users;

1.9.8.1.3 File periodical indexes for subscribed journals and catalog cards for theses/dissertations;

1.9.8.1.4 Implement the circulation and reserve policies in the graduate school library;

1.9.8.1.5 Supervise student library assistants in the shelving and shelf reading of collection in the unit; and

1.9.8.1.6 Prepare the graduate school library circulation statistics report and submit the same to the university librarian.

1.9.8.2 Technical Service assistance:

1.9.8.2.1 Catalog theses/dissertations submitted to the graduate school library;

1.9.8.2.2 Index periodical/journals subscribed/provided as copies to the graduate school library;

1.9.8.2.3 Bind journal collections of the graduate school library;

1.9.8.2.4 Assist the technical section in the care and repair of materials in the section assigned; and

1.9.8.2.5 Encode the list of library collections.

1.9.9 In-Charge Bindery Section

He maintains the binding and repair of collections/material resources of the library.

1.9.9.1 Binder

1.9.9.1.1 Binds books that are slightly damaged as well as old newspapers and magazines subscribed by the library;

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- 1.9.9.1.2 Assists in the minimal repair of furniture and fixtures;
- 1.9.9.1.3 Presents to the section in-charge or unit head the materials in the library that need major repair;
- 1.9.9.1.4 Assist the technical section and other sections in binding activities and services.
- 1.9.9.1.5 Facilitate the major binding and repair of library collections; and
- 1.9.9.1.6 Discard irreparable collections based on the weeding policies of the library;
- 1.9.9.1.7 Keeps bindery records

1.9.9.2 Section Reliever/liaison

- 1.9.9.2.1 Relieves the section in-charge in his/her absence;
- 1.9.9.2.2 Follow up all transactions of the library to the Supply Office & Stock Room and other offices.

1.9.10 Student Aides

- 1.9.9.3.1 Maintain cleanliness of unit assigned which includes furniture's and equipment and CR by: sweeping, mopping, dusting, etc.
- 1.9.9.3.2 Shelving and shelf reading
- 1.9.9.3.3 Arrange chairs and tables
- 1.9.9.3.4 Assist in counter during lunch breaks
- 1.9.9.3.5 Clerical works which includes encoding, filing, and mechanical processing
- 1.9.9.3.6 Does other task assigned by the Library Personnel

1.9.11 Library Committee

- 1.9.11.1 Composed of the following members, including those added by the university president's discretion:
 - 1.9.11.1.1 Chairman – VPAA
 - 1.9.11.1.2 Secretary– University Librarian
 - 1.9.11.1.3 Members – All Deans, LHS Principal, LES Principal, Budget Officer, ETEEAP Director, OSAS Director, President of Student Government Organization
- 1.9.11.2 The committee/ advisory board shall:
 - 1.9.11.2.1 Act as main channel of communication between the library and its users.
 - 1.9.11.2.2 Monitor, update and recommend to the library/librarian, book/ non book collections to be acquired by the University Library to support the library programs
 - 1.9.11.2.3 Advice the library staff on matters of practicability of policies and programs
 - 1.9.11.2.4 Make suggestions and recommendations to higher university authorities' reproposal for library improvement.
 - 1.9.11.2.5 Assist the library in the evaluation and in marketing its information resources, services and programs.
 - 1.9.11.2.6 Assist the library in preparation of Quality Assurance documents.

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1.1 Library Users and Services

2.1.1 Library Users

Anyone who is interested to read books, to research for information using the library is welcome to use the library.

2.1.1.1 Categories of Users:

2.1.1.1.1 Regular Users – all bonafide students, staff and faculty members of PSU Main campus

2.1.1.1.2 Extended Users _ all bonafide students, staff and faculty of extension PSU campuses (library resources for room use only).

2.1.1.1.3 Alumni – graduates of PSU could still avail of the library resources but for room use only.

2.1.1.1.4 Visitors – those who are not bonafide students, staff or faculty members of the main and extension campuses of PSU resources for room use only) provided they have a letter of introduction from the librarian or head of office where they are enrolled/employed.

2.1.2 Library Services

2.1.2.1 Reference Services

The reference service staff extends personal assistance provided to library users in pursuit of information. Reference Services provide:

2.1.2.1.1 **Assistance in using the library.** Library staff advises on search techniques and explain how to use the library's resources.

2.1.2.1.2 **Answering requests for information.** Library staffs are trained to find answers to these questions and to help clients find the information.

2.1.2.1.3 **Reader Education.** Library staff provides instruction on how to use the library and its resources to students in connection with their lessons on library related topics upon the request of the English teacher.

2.1.2.3 **Library Orientation** – At every start of the school year, the library staff, in coordination with the office of the student affairs, give orientation to the freshmen and transferees during the general orientation program.

2.1.2.4 **Readers' Advisory.** This is an assistance extended to the library users on the use of library resources through advising the readers as to what kind of materials are suited for their research needs.

2.1.2.5 **Current Awareness.** Current Awareness area is provided to ensure that library clients have access to updated/latest information in their interest or subject areas. Service includes:

2.1.2.5.1 **Bibliographic or reading lists.** A library staff prepares lists of works on a particular topic of interest to their users

2.1.2.5.1 **Circulation of journal title and contents pages.** The periodical librarian photocopies the title page and content pages then distributes to the offices of the college deans for dissemination.

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2.1.2.5.1 **New title Lists.** A list of resources added to the collection is circulated to clients.

2.1.2.6 **Vertical File and newspaper clippings.** Compilation of news articles from local/national newspapers, pamphlets/brochures and government publications appropriate to the curriculum and interests of the students. These materials are filed in the steel cabinets in alphabetical order arranged according to their subjects.

2.1.2.7 **Book Circulation.** Charging and discharging of library materials are done in the circulation counter. Books that can be borrowed for one week, overnight, three days, or classroom use or for photocopy are properly processed for easy retrieval.

2.1.2.8 **Cataloging and Classification.** Books are properly cataloged before they are circulated for easy access of such materials. A card catalog is provided for this purpose.

2.1.2.9 **Indexing. Periodicals** articles with permanent value and useful for research are indexed for easy access of information to the library users.

2.1.2.10 **Viewing Services.** The services related to classroom teaching / viewing are done only in the Instructional Media Center. The center houses, collects, organizes and makes available instructional materials like DVDs, CDs, tapes, television sets, etc.

2.1.2.11 **Internet Services.** A secured wi-fi connection is available at the Readers Services Section. Students who wish to use the internet should log in first before the Library staff will type the password on their laptops.

2.1.2.12 **Remind and Recall.** Library staff sends notices to faculty members and staff who have not returned library materials that are already overdue.

2.1.2.13 **Referral services.** The library gives interlibrary letter form that may be presented to other libraries signed by the university librarian.

2.2 Library Rules and Regulations

2.2.1 General Policies

2.2.1.1 Library Card is required for entrance to the University Library, Reference, Circulation, Periodical/Filipiñiana Sections and to the Graduate School Library. It is also required in borrowing of books.

2.2.1.2 The Library card is issued to a student upon presentation of his/her Registration Form (student copy) and one (1) 1 x 1 ID picture. The card is valid for four/five years.

2.2.1.3 Library card is non-transferable. Misrepresentation by showing someone else's library card is an offense. Students caught doing such act may be deprived of their library privileges. His/her library card will be confiscated for a period of one week, for first offense; one month, for second offense; and one semester for the third offense.

2.2.1.4 Lost library card can be replaced up to 4th time only. On the fourth time, a student is required to submit a duly notarized Affidavit of Loss, and a payment of P 50.00 for every replaced library card effective SY 2013-2014.

2.2.2 Borrowing Rights and Responsibility

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2.2.2.1 PSU students may borrow a maximum of two (2) books at a time;

2.2.2.2 Books from the Circulation Section can be loaned out for one (1) day and may be renewed more than once, until the third time at most if there are no prior requests for them;

2.2.2.3 Reference and Reserve books, Periodicals, Theses and Dissertations, and materials in the Special Collections of Filipiniana Section are for room use only;

2.2.2.4 Books in the Reserve Section may be loaned overnight but should be returned at 8:00 A.M. the following day;

2.2.2.5 All materials borrowed must be promptly returned on due time;

2.2.3 Hours of Service

Monday – Friday (No Noon Break)

8:00 A.M. - 6:30 P.M. - Circulation and Filipiniana Sections

8:00 A.M. - 6:30 P.M. - Periodical/ Reference/ SC Sections

8:00 A.M. - 5:00 P.M. - Theses

8:00 A.M. - 5:00 P.M. - Technical Section

8:00 A.M. - 5:00 P.M. - IMC

9:00 A.M. - 7:00 P.M. - Graduate/Law Library (Manalo)

8:00 A.M. - 5:00 P.M. - World Bank-KDC

Saturdays (No noon Break)

8:00 A.M. - 5:00 P.M. Undergraduate library (Main Campus)
Graduate/Law School Lib. (Manalo Campus)

2.2.4 Fines

2.2.4.1 Materials returned late are subject to overdue fines:

General Circulation Books – Php 10.00/day (students) Php 15.00/day (faculty and staff/admin)

Reserved Books – Php 2.00/hour

2.2.4.2 Borrowers with overdue books or with standing obligation to the library will not be allowed to borrow unless all library accounts are settled.

2.2.4.3 Collections of fines will be remitted monthly at the end of the month at the cashiers office.

2.2.5 Lost Books

2.2.5.1 A lost book must be reported immediately to the concerned section where the book was charged out.

2.2.5.2 It must be replaced with a book of the same title or related subject.

2.2.6 Photocopying

2.2.6.1 Photocopying of articles and excerpts from books is allowed for personal use in the following sections: General Circulation, Reserve, Reference, and some collections in the Graduate/Law School library;

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2.2.6.2 Photocopying of theses, dissertations is not allowed;

2.2.6.3 Photocopying time is for one (1) hour only. In excess of one hour, a borrower will be charged an overdue fine similar to reserved collections.

2.2.6.4 Counting of fines for photocopied materials will start 1 hour after the book was borrowed, including overnight hours, Saturdays and Sundays until the book will be returned.

2.2.7 Security Control

2.2.7.1 Bags, briefcases, attaché case, umbrellas, large envelopes, folders and personal books that are not needed for study should be deposited at the control area.

2.2.8 Conduct in the Library

2.2.8.1 Library patrons are requested to conduct themselves in a manner that will not disturb the peace and order of the Library. Readers are reminded that the library is primarily for serious study and research. Smoking, eating, drinking, littering, loitering or any form of public display of affection are not permitted. Loud conversations are also prohibited

2.2.9 Guidelines for Administrators, Faculty and Personnel

2.2.9.1 To use the University library facilities, faculty and staff of PSU are required to apply for a borrower's card. This will enable them to borrow and use library collections in accordance with the library rules.

2.2.9.2 Administrators, faculty members and staff may loan out as many as 5 books at a time.

2.2.9.3 Since the University Library practices the open shelves system in circulating books, all library clientele should leave their bags and other hand carried items at the control desk before entry. All valuable materials should be taken out before depositing their bags.

2.2.9.4 The loan period of library materials is one (1) month for syllabus making subject to renewal for another month if the collection borrowed is not in demand. Borrowed material will be recalled when it is demanded for use by other clients.

2.2.9.5 Periodical, Filipiniana, Reference collection (e.g. encyclopedias, dictionaries, etc.) and reserved materials are to be used within the library premises only.

2.2.9.6 Photocopying of materials at the University Library may be done after filling up the book slip with attached library card for approval of the library staff in charge. Photocopying of theses and dissertations is strictly prohibited.

2.2.9.7 The clientele should repair any damage he/she has done to the materials he/she borrowed from the University Library. The library will charge an amount based on the extent of damage and repair cost. If the damage is irreparable, the borrower will be required to buy a new material with the same descriptions as the collection borrowed.

2.2.9.8 Lost collections should be replaced with exactly the same material. If the lost collection is off the market/press, a material with the same subject may be accepted upon appraisal of the University Librarian/Technical section of the Library.

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2.2.9.9 If the administrator, faculty or personnel requests a representative to borrow or return for him /her a collection in the library, the same faculty is required to give the representative his authorization letter to be presented when borrowing or returning a collection.

2.2.9.10 All borrowed materials should be returned before the semester/terms end. If the material will still be used, renewal of the materials is mandatory but may be done only upon physical presentation of collection/s to be renewed.

2.2.9.11 Signing of clearance requires the clientele to return/replace/pay the borrowed/lost collections at the University Library.

2.2.10 Guidelines specific for LES center

2.2.10.1 The library service schedule is as follows:

Monday - Friday
8:00am - 11:00am
1:00pm - 5:00pm

2.2.10.2 Fines on days with a valid reason are not counted upon presentation of a medical certificate or excuse letter.

2.2.10.3 General reference books, reserved books, periodicals and newspapers are for room-use only.

2.2.10.4 Students not CLEARED by the librarian are not allowed to borrow books for overnight use.

2.2.10.5 Eating, loitering and charging of cellular phones inside the library are strictly prohibited.

2.2.10.6 Policy of removal of shoes before entering the library and placing it on the designated shoe rack is implemented.

2.2.10.7 Out of respect for other, all must refrain from unbecoming behavior in the library, such as making noise, or using the cell phone.

2.2.3.8 STRICTLY NO LIBRARY CARD NO ENTRY

2.2.11 Guidelines and policies in using computer and internet surfing in the library.

2.2.11.1 Strictly for searching/researching purposes only.

2.2.11.2 First-come, first-served in followed

2.2.11.3 A student is required to present his/her library card and log-in on the form **PSU-LIB-019** properly before being allowed to use the computer by the personnel in-charge.

2.2.11.4 The "NO LIBRARY CARD, NO USE OF COMPUTER" policy is strictly observed.

2.2.11.5 The "CLEAN AS YOU GO" policy is strictly observed.

2.2.11.6 FOOD & DRINKS are not allowed while using the computer.

2.2.11.7 Every user is given 30 minutes to 1 hour to use the computer a day.

2.2.11.8 Due to limited network bandwidth the "NO DOWNLOADING" will be implemented.

2.2.11.9 Chatting, checking/sending of emails and other recreational activities such as gaming/viewing videos thru sites and other social media sites are prohibited.

2.2.11.10 Silence should be maintained at all times.

2.2.11.11 The computers are "WRITE PROTECTED" which means all files saved will be deleted when the computer is restarted or turned off. Users may save their work using the CD-ROM to save their work to a



CD or at the provided link to the server which is located at the desktop
“FOR PRINT”. Ask the personnel in-charge for assistance.

2.2.12 Printing guidelines and rates.

2.2.12.1 Below are the rates approved by the university librarian:

TYPE OF PRINTING	PAPER SIZE	RATE
BLACK PRINT ALL TEXT	LONG/SHORT/A4	1.00
BLACK PRINT IMAGE	LONG/SHORT/A4	2.00
COLORED PRINT ALL TEXT	LONG/SHORT/A4	3.00
COLORED PRINT TEXT WITH IMAGE	LONG/SHORT/A4	3.00
COLORED PRINT FULL PAPER	LONG/SHORT/A4	4.00

2.2.12.2 Printing collections will be remitted monthly at the end of the
month at the cashier's office.

2.2.13 Guidelines and policies in using wireless internet (WIFI) surfing in the library.

2.2.13.1 A student is required to present his/her library card and
log-in properly before being allowed to use the wireless internet by the
personnel in-charge.

2.2.13.2 Laptop/notebook and other types of computers are only
allowed to be connected to the wireless network.

2.2.13.3 Users are not allowed to know the WIFI PASSWORD.
The personnel in-charge will be the one entering it.

2.2.13.4 Chatting, checking/sending of emails and other
recreational activities such as gaming/viewing videos thru sites and
other social media sites are prohibited.

2.2.13.5 Due to limited network bandwidth the “NO
DOWNLOADING” will be implemented.

2.2.13.6 Silence should be maintained at all times.

2.2.13.7 The “CLEAN AS YOU GO” policy is strictly observed.

2.2.14 Guidelines and policies in using the IMC

2.2.14.1 IMC equipment and materials may be used only by teachers
and students ONLY for classroom presentations, academic endeavors,
and recognized extra-curricular activities.

2.2.14.2 Request for use of equipment/materials shall be filed at least
three working days before these are needed on a first-come, first-
served basis. The **IMC request form** (PSU-LIB-023) must be signed by
any of the following: teacher/instructor of the class, adviser of the
organization, Department Chair or the Dean.

2.2.14.3 All equipments and materials must be used within the IMC only.

2.2.14.4 The instructor must accompany his/her class in using the IMC.

2.2.14.5 The class is expected to maintain silence during the entire film
viewing.

2.2.14.6 Smoking, eating, littering, loitering and sleeping are not
permitted inside the IMC.

2.2.14.7 Whenever a computer is used for LCD projector, it must be
returned immediately after use. Attachment of personal hardware is not
permitted.

2.2.15 Policy for Document Delivery Service for students, faculty, staff

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2.2.15.1. Search the OPAC (Online Public Access Catalog) at <http://psulibrary.palawan.edu.ph:8088> for your request and get the details (Title, Author, Year, etc.) of the document.

2.2.15.2. Completely fill-out the request form at <http://bit.ly/PSULibraryDelivers>.

2.2.15.3. Specify the topic needed.

2.2.15.4. Schedule of Request: (Office hours only). Cut off time 3:00 PM Undergraduate: Monday to Friday 8:00 – 3:00 Graduate students: Monday to Friday 8:00-3:00.

2.2.15.5. Limitations: 2 document per client per day Document Type Limit: Book (15pages max); Ebook (2 chapter); Thesis/Journal (Abstract, TOC only).

2.2.15.6. Transactions are on a 1st come 1st serve basis. Maximum of 30 transaction per section. Clients who were not accommodated within the day will be notified and prioritized the following day.

2.2.15.7. A feedback form <http://bit.ly/PSULibraryDDSFeedback> should be fill-up in order to assess the DDS of the Library. This is a requirement for every transaction.

2.2.16 Guidelines for Co-borrower Agreement

This mechanism was made to allow non-regular employees to loan out books while protecting the interest of the library but with certain restrictions.

2.2.16.1. Completely fill-out the borrowers' form with duplicate copy for the guarantor.

2.2.16.2. Only regular employees are allowed to be guarantors.

2.2.16.3. The usual rules and regulation apply to borrowed books such as penalties, duration of loan, etc.

2.2.16.4. A maximum of 2 beneficiary are allowed per guarantor.

2.2.16.5. Users may lose their library privileges as consequence of violations and abuse.

2.3 Administrative Policies and Procedures

2.3.1 Collection Management Policy Statements

The library collection is comprised of well-selected materials in all types/formats of recorded information ranging from print, non-print, electronic and digital. These collections are books, serials/periodicals, government publications, pamphlets manuscripts, and non-print materials such as pictures, maps, charts, cassette tape recordings, video tape recordings, slides, transparencies, CD-Rom, and other electronic/digital software and hardware suitably identified, selected, acquired, and organized for effective use that would satisfy the curricular needs of both undergraduate and graduate students and likewise the faculty and to keep them updated of the new developments in their field of interest.

2.3.1.1 Selection Policy

The importance of selection in library process is to give an answer to an individual need and the librarian's role as a book

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selector is to enliven and enrich the lives of people he/she serves.

The responsibility for collection development, the complexities of the publishing universe from which the books and other library materials are selected, and for cooperation among librarians, administrators, faculty and students to meet the users' demands require that the building and management of collection be carefully organized and planned.

The library which undertakes to formulate a detailed statement of its collection development policy embarks on a costly and difficult task. It is nevertheless, a task that is becoming recognized as essential for the effective accomplishment of the library's first and fundamental work – the creation of the information resources on which all library service depends.

2.3.1.2 Palawan State University Library's Primary Objective

The Palawan state University library will serve as the information center to support the four-fold functions of the university, namely: instruction, research, extension and production of an access to quality resources and services.

2.3.1.3 Community Served by Palawan State University Library

The Palawan State University Library serves the following clientele: college students in the undergraduate 34 and 14 graduate programs; the faculty members; and the administrative staff. It also serves alumni, staff members of CCRDs and the other researchers who come from outside the Palawan state University.

2.3.1.4 Selection Responsibility

Selection of library materials is a collaborative responsibility of the Department Chairs, Deans, Faculty and the Library Staff. Their duties are: (1) to screen the books reserved on blanket plans, (2) to evaluate collection with a view to monitor the library's strengths and weaknesses and (3) to select retrospective and current titles not received automatically on blanket order arrangements as well as to offer bibliography assistance to the faculty in terms of dealers' catalogs, list and quotations, etc.

Faculty recommendations are the basis for materials acquisitions but the library staff has the responsibility for areas not included in those recommendations in order to achieve a balanced collection and to coordinate the resource development of the library as a system.

2.3.1.5 Selection of Print and Non-print Collections

2.3.1.5.1 The library collections must be extensively collected to meet the present and future requirements of library users. There will be criteria to serve as the basis for the approval of printed materials: authority, scope, reliability, potential use of or value, subject interest, treatment of materials, readability, arrangement, special feature and format.

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2.3.1.5.2 Critique and recommendations will be made by the library committee/subject specialist but the final decisions of what materials will be selected lies on the university library staff, the university librarian, in particular.

2.3.1.5.3 The university librarian is responsible for checking the collections, trade catalogues, books in print or trades annotated bibliographies and likewise endorse these materials to the Library Committee. (through PR's)

2.3.1.5.4 No library materials should be prescribed or removed from the library because of partisan or doctrinal disapproval.

2.3.1.5.5 To maintain a balanced collection, materials to be selected must vary in the field, subject or content dealt. (subject bibliography)

2.3.1.5.6 Books must support the information, educational, scientific, recreational, and cultural and research needs of the institution for the bachelor and postgraduate studies.

2.3.1.5.7 Computer, science and technology books must hold particular consideration for their recency. At least the collection must include only copyright dates within ten years from current year of acquisition.

2.3.1.5.8 Fiction books for tertiary level should be of quality. Interest should be secondary as it is the initiative of the librarians to make these books saleable. Classical and award-winning collections will get top priority. Fiction subjects/themes should include, romance, suspense/thriller, humor/comedy, science fiction, historical, philosophical and psychological novels, adventure and a wide variety that would deal with the varied interests of readers and the demands of curricular requirements.

2.3.1.5.9 The library should provide materials presenting all points of view concerning recent developments, problems, and issues of the time. This should basically call for ephemera and/or periodical/journal/ serial collections.

2.3.1.5.10 There should be three (3) titles of periodical/journal serial that the university library must subscribe for each subject concentration to support each program/curriculum as based on the AACUP standards.

2.3.1.5.11 Classroom/Research demands as well as representation for specific subject specialization of audio-visual materials/software and/or instructional materials based on recent technological advances added to the availability of hardware for the use of such audio-visual materials/software should be the basis for selecting these materials.

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2.3.1.5.12 Selection aids like, Trade Bibliography, Price List should be used in making choices for materials to be selected.

2.3.1.6 Objectives of the Library in Selection of Library Materials

The University library should plan to obtain within its financial capabilities to procure library materials to meet the obligations of the University Library:

2.3.1.6.1 To procure and make available materials needed for all instruction, research, extension, and production programs of the university community.

2.3.1.6.2 To procure and make available material of general information in subject areas not covered by instruction, research and extension programs.

2.3.1.6.3 To procure and make available library materials needed by students and faculty members in their research.

2.3.1.6.4 To preserve all important materials relating to the history and development of the institution.

2.3.1.7 Acquisition Policy

2.3.1.7.1 **Definition.**

Acquisition is the process by which the library secures through purchase, gift or exchange, the items that the selection personnel have identified as a desirable addition to the collection.

The University Library is an integral part of the institution. Its major task is to support the total educational program.

Respecting intellectual freedom and working within the limitations of available of funds, Palawan State University has formulated **policies for acquisition of materials.**

2.3.1.7.1.1 Selected materials should be counter checked with the shelf list of the library to avoid misuse of funds.

2.3.1.7.1.2 Request/acquisition purchase should be counter checked with order file to avoid unnecessary duplication.

2.3.1.7.1.3 The core collection that support course offering should be updated and maintain are the following:

2.3.1.7.1.4 Print Materials

2.3.1.7.1.4.1 General reference (General Encyclopedias)

2.3.1.7.1.4.2 Subject references (Subject Encyclopedias)

2.3.1.7.1.4.3 Local and foreign general and subject journals / serials

2.3.1.7.1.4.4 Handbooks and directories

2.3.1.7.1.4.5 Dissertations and theses

2.3.1.7.1.4.6 Local and government publications

2.3.1.7.1.4.7 Information files materials flyers, clippings)

2.3.1.7.1.4.8 Pamphlets Collections

2.3.1.7.1.4.9 Filipiniana publications (Philippine materials)

2.3.1.7.1.5 Non-Print materials

2.3.1.7.1.5.1 Video tapes

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2.3.1.7.1.5.2 CD-ROM

2.3.1.7.1.5.3 DVDs

2.3.1.7.1.5.4 Transparencies

2.3.1.7.1.5.5 Realia/3 dimensional objects

2.3.1.7.1.5.6 Virtual information through the internet/information

2.3.1.7.1.5.7 OPAC (optional)

2.3.1.7.1.5.8 Motion pictures (optional if video recordings are available)

2.3.1.7.1.5.9 Cartographic materials (maps globes)

2.3.1.7.1.5.10 Graphic materials (charts, picture)

2.3.1.7.1.5.11 Kits

2.3.1.7.1.6 Hardware:

- 1.) Video recorder & player
- 2.) Slide projector (obsolete)
- 3.) Overhead projector
- 4.) LCD projector
- 5.) Television
- 6.) CD and VCD player
- 7.) Computer
- 8.) Digital camera

2.3.1.7.1.2 **Scope and coverage of the collection.**

The University library has five levels of scope and coverage in terms of library collections.

2.3.1.7.2.1 **Minimum level.** A collection at this level should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

2.3.1.7.2.2 **Basic Information Level.** A selective collection of materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, and access to appropriate bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

2.3.1.7.2.3 *Introductory Basic Information Level* – Emphasis at this level is on providing resources that introduce and define a subject. The collection includes basic reference tools and explanatory works, such as textbooks and historical descriptions of the selective major periodicals. This level is only sufficient to support patrons attempting to locate general information about a subject of students enrolled in introductory level courses.

2.3.1.7.2.4 *Advanced Basic information level* – At the advanced level, basic information about a subject is provided on a wide range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodical indexes that serve to introduce and to define a subject.

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This level provides access to appropriate bibliographic databases (online or CD-ROM), a selection of editions of important works, and a greater quantity and variety of materials. This level is sufficient to support the basic informational and recreational reading needs of highly educated general public for college students.

2.3.1.7.2.5 Study or Instructional Support Level. A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of some important writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject, and it can support independent study and most learning needs of the clientele in the undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retired.

2.3.1.7.2.6 Research Level – The collection includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and abstracting services in the field. Pertinent foreign language materials are included. Older materials is always retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

2.3.1.7.2.7 Comprehensive. This level of collection intensity is one that maintains “Special collection” – the aim if not achievement is exhaustiveness. Older materials are retained for historical research with active preservation efforts.

2.3.1.7.3 Level of collecting Intensity to indicate level of collection to meet program needs.

000-099	General works	Basic /Study Level
100-199	Philosophy, Psychology	Study Level
200-299	Religion	Minimal Level
300-399	Social science	Minimum/Study Level
320-329	Political science	Basic Level
330-339	Economics	Basic Level
340-349	Law (Philippines)	Study Level
350-359	Public Administration	Basic Level



360-369	Social Work	Study Level
370-379	Education	Research Level
400-499	Languages	Basic/Minimum Level
500-599	Sciences	Research/Study Level
600-699	Technology	Research/Study Level
620-629	Engineering	Research/Study Level
630-639	Agriculture	Basic Level
640-649	Home Economics/Hospitality management	Study/Minimal Level
650-659	Business/accountancy/ management	Research/Basic level
660-669	Chemical Engineering and related technologies	Minimal Level
670-679	Manufacturing	Minimal Level
680-689	Manufacturing of products for specific uses	Minimal Level
690-699	Buildings	Minimal Level
700-799	Fine and Decorative Arts	Study/Basic Level
800-889	Literature	Study/ Basic Level
900-999	History, Geography, and Auxiliary Discipline	Study/ Basic Level

2.3.1.7.4 Guidelines for the acquisition. The Acquisition section shall:

- 2.3.1.7.4.1 Develop knowledge of the book and media trade.
- 2.3.1.7.4.2 Assist in the selection and collection development
- 2.3.1.7.4.3 Process requests for items to be added in the collection
- 2.3.1.7.4.4 Monitor the expenditure of collection development funds
- 2.3.1.7.4.5 Maintain all the required records regarding the expenditure of funds.

2.3.1.7.5 Four Primary Internal objectives of the Acquisition

- 2.3.1.7.5.1 Acquire materials as quickly as possible
- 2.3.1.7.5.2 Maintain high level of accuracy in all work procedure
- 2.3.1.7.5.3 Keep work process simple to achieve the lowest possible unit cost.
- 2.3.1.7.5.4 Develop good working relationship with other libraries, bookstores or other marketing agencies.

2.3.1.8 Limitations of the Selection and Acquisition Policy

Towards the attainment of the above objectives, the Acquisition Section will observe the following guidelines with respect to priorities in the acquisition of materials.

2.3.1.8.1 When lack of funds limit acquisition, current publications of lasting and scholarly value will be given priority over older and out-of-print materials.

2.3.1.8.2 Materials will be acquired through other means if the originals are not available or are too expensive.

2.3.1.8.3 Duplication copies will be purchased only by justification of heavy and continuous use.

2.3.1.8.4 Variant edition of a title held will be acquired only if they are standard editions for contain substantial changes and are needed for research purposes. This does not apply to updated editions or scientific publications.

2.3.1.8.5 The library will not purchase extensive in-depth materials for scientific research needs of graduate students or for short term research projects of staff member unless the library's acquisition policy specifies intensive collection development in that area.

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2.3.1.8.6 The library will not purchase duplicate copies or publications not held by the library for the sole use of individuals, academic departments, and administrative office.

2.3.2 Acquisitions of Materials in the Library

2.3.2.1 Editions and format of Materials

2.3.2.1.1 The library shall acquire the latest edition of publication (in case of titles which have gone through several editions)

2.3.2.1.2 Earlier editions maybe acquired only if they have a historical value and importance.

2.3.2.1.3 Hardbound books shall be preferred over paperbacks because of their durability depending on the availability of funds.

2.3.2.1.4 Paperback shall be purchased if:

2.3.2.1.4.1 There is no other edition available;

2.3.2.1.4.2 There is a great demand for title;

2.3.2.1.4.3 The original titles appeared in this form.

2.3.2.2 Duplication

Since the library funds do not permit the purchase of all materials needed for teaching and research, duplicate of books and subscription to journals will be acquired only in accordance with the following guidelines:

2.3.2.2.1 Multiple demand and heavy continuous use of individual title will be the primary consideration for duplication.

2.3.2.2.2 Additional copies will be purchased for the reserve collection if the instructor intends

2.3.2.2.3 Duplicate copies of carefully selected books and periodical titles maybe purchased for the unit libraries and the university library (depends on the availability of funds)

2.3.2.2.4 The library will not purchase duplicate copies or publications not held by the library for the sole use of individuals, academic departments, and administrative offices.

2.3.2.3 Gifts/Donations

2.3.2.3.1 The library solicits and encourages gifts and donations of useful library collections or money to purchase them, provided they fit into the acquisition policies and there is no restrictions attached.

2.3.2.3.2 The library will accept library collection as gifts/donations if the physical condition and content of the material fit the curriculum.

2.3.2.3.3 To increase acquisitions, government agencies, private foundations, national and foreign organizations, as well as private individuals should be tapped for collection assistance/donations.

2.3.2.3.4 A letter of acknowledge/appreciation should be sent to the donor of the gift or donation.

2.3.2.4 Exchanges

The trading of publications among the librarians is another means of acquiring library materials.

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2.3.2.4.1 Exchange of collections with other libraries maybe arranged to increase the acquired materials of the library.

2.3.2.4.2 Consideration of the materials to be exchanged should be based upon their importance to the curriculum.

2.3.2.4.3 Excess gifts/donated materials maybe exchanged with other libraries upon arrangement.

2.3.2.4.4 Publications received on exchange will be added to the collections in accordance with the acquisition policy of the institution.

2.3.2.4.5 The suitability of collection for inclusion will be determined by the university librarian/ acquisition section personnel.

2.3.2.5 Serials/Periodicals/Journals

As a general rule, the library will acquire only one copy of each serials publication. Duplication will be made on title by title basis. The main reason for duplication will be the frequency of use.

The library in general will acquire within its financial capabilities of the following resources:

2.3.2.5.1 Holdings of the leading materials in major fields.

2.3.2.5.2 Serials devoted to the informal discussion of public affairs.

2.3.2.5.3 Serials containing serious literature and criticism

2.3.2.5.4 Serials presenting substantial, factual information concerning economic, political and social events and scientific knowledge.

2.3.2.5.5 Selected foreign popular periodicals of research value.

2.3.2.5.6 Serials of research values published by government agencies.

2.3.2.5.7 Materials published by PSU; its administrators, faculty and staff.

2.3.2.6 Filipiniana Materials

Filipiniana shall include all materials, books, serials, reports, maps, atlases, pictures, and other materials which are published in the Philippines, or elsewhere, written by Filipinos or foreign authors, and about the Philippines. The library will acquire as many Filipiniana materials as possible within its financial capabilities.

2.3.2.6.1 Strategies for collection Development of Filipiniana Materials

2.3.2.6.1.1 Scanning of selected periodical titles, including daily newspapers;

2.3.2.6.1.2 Recommendations of faculty members, students and researchers;

2.3.2.6.1.3 Correspondence; and

2.3.2.6.1.4 Field work.

2.3.2.6.2 Since Filipiniana materials are not so readily accessible, the Librarian has the duty to augment the collection, especially, those not available in regular book stores. The collection should include the following:

2.3.2.6.2.1 Publications of government agencies;

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2.3.2.6.2.2 publications of state colleges and universities like school catalogs, annual reports, and technical research reports of proceedings and conferences;

2.3.2.6.2.3 Publications of selected private colleges and universities;

2.3.2.6.2.4 Publications of Philippine embassies and consulates or foreign embassies in the Philippines.

2.3.2.6.2.5 Publications of research institutes like PCCARD, IRRI, World Bank, etc.

2.3.2.7 Examination copies

Local dealers usually send books for examination or books-on-approval for inspection. The procedure is as follows.

2.3.2.7.1 Book dealers/jobbers and publishers' representatives must deliver all books and other library materials for examination directly to the office of the University Librarian.

2.3.2.7.2 The library will check books for examination against the library's holding for any possible duplication. Books will be provided with recommendation steps.

2.3.2.7.3 The Acquisition librarian send communication/inform the Deans, Department chairs, Faculty members that books for examination are available in the Acquisition of the library to examine/review/select books for purchase.

2.3.2.7.4 Deans, Department chairs, faculty members and Library Committee Representatives concerned will be given one to two weeks to examine the books. They will submit the recommendation to the acquisition librarian the titles of the book/s to be purchase.

2.3.2.8 Guidelines and Selection Criteria for Serials

2.3.2.8.1 Serials represent a wide variety of publications released in successive parts, usually in regular intervals, and as a rule, intended to be continued indefinitely. Aside from periodicals, journals, and magazines, annuals, (reports and yearbooks), memoirs, proceedings, etc.

2.3.2.8.2 Periodicals are publications with a distinctive title intended to appear in successive (usually unbound) numbers as parts at stated or regular intervals, and as a rule, for an indefinite time. Each part generally contains articles by several contributors. Newspapers whose chief function is to disseminate news, and the memoirs, proceedings, journals, etc. of societies are not considered periodicals.

2.3.2.8.3 Journals are periodic publications especially dealing with matters of current interest. They are often used for official or semi-official publications of special groups.

2.3.2.8.4 Magazines are a distinctive type of periodical that usually contains a miscellaneous collection of articles, stories, poems, and pictures. They are generally directed at the general reading public.

2.3.2.8.5 Memoirs are a biography or an account of historical events, especially one written from personal knowledge. A memoir can be a short essay, article, or report on a scholarly subject, usually one in which the writer is a recognized specialist.

2.3.2.8.6 Proceedings are published records of the business and discussions of a learned society.

2.3.2.8.7 Reports are detailed periodic account of a company's activities, financial condition, and prospects that is made available to shareholders and investors

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2.3.2.8.8 Annuals are a book or magazine published yearly. Reports can also be considered as annuals if they are yearly published.

2.3.2.8.9 Below are the areas for selection:

2.3.2.8.9.1 Purpose, scope, and audience – by examining the table of contents, the range of writers, authors, and editors, as well as the vocabulary used in the article, purpose of the periodical and intended audience.

2.3.2.8.9.2 Accuracy – Factually correct and objective content should be check by evaluating the writers/experts, the publisher, and the subject matter.

2.3.2.8.9.3 Local interest. There should be interest in the academic community for circulation and use.

2.3.2.8.9.4 Format issues. The quality of printing of text and illustrations should be acceptable and with minimal advertisements.

2.3.2.8.9.5 Indexing. Is the title indexed in a service to which the library subscribes?

2.3.2.8.9.6 Cost. How much does the subscription cost? Will back issues be needed? If so, how much will be expended for binding or transferring to microforms?

2.3.2.8.9.7 Demand. Will it be used by the users for their purpose.

2.3.2.8.9.8 Availability. Will it be easily accessible by users?

2.3.2.9 Guidelines and Selection Criteria for Multimedia Materials

2.3.2.9.1 Multimedia materials come in several; formats. Take into consideration the following aspects:

- a) the amount in the budget allocated for audiovisual materials (the cost per audiovisual item is greater than for print materials)
- b) the durability of the item (how well is it manufactured)
- c) the visual and audio quality of the item
- d) the ease of repairing the item in case of damage and the procedures in handling damages caused by patrons
- e) the type of equipment required for hearing or viewing the contents of the material
- f) the likeliness that the audiovisual technology is long lasting

2.3.2.9.2 The following presents general evaluation criteria for multimedia materials.

2.3.2.9.2.1 Programming factors. Will the medium be used in formal instructional situations? Who is the primary audience: adults, children, or all ages? Will it be used in house or for resource sharing?

2.3.2.9.2.2 Content factors. What is the primary purpose? Is the length of the program appropriate? Is the topic a fad, or for long-term interest? Is the material well organized and accurate?

2.3.2.9.2.3 Technical factors. Are the visuals necessary? Are the shots in proper focus and appropriate? Is the material edited with skill? Does the background audio contribute to the overall impact of the material? Is the visuals and audio synchronized? Can the material be viewed in different lighting?

2.3.2.9.2.4 Format factors. Is the format the best one for the stated purpose? Is the format the least expensive of those that are appropriate

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for the content? Will the format stand up to the amount and type of use that library users would give it? If damage occurs, can it be repaired, or must one buy a replacement copy, or does it require maintenance? What equipment is needed to access the material?

2.3.2.10 Guidelines and Selection Criteria for Audio-Video Materials

2.3.2.10.1 Audio-video materials are important sources of information in libraries which include musical productions, books on tape, and language learning, as well as lectures, instructions, and inspirational messages. It is produced in various means and channels the most common today are online prepaid subscriptions.

One of the most popular audio materials in libraries are spoken books on tape/CD (talking books). Language learning materials are important to facilitate language learning of foreign languages and other languages of local interest.

2.3.2.10.2 Here are some selection pointers:

- (a) How will the audio collection support your university's and library's goals?
- (b) Will the audio collection focus on all or only certain groups?
- (c) Will you collect complete works or abridged versions? Does abridging the work affect the content?
- (d) How well does the reader project his/her voice?
- (e) What is the overall quality of the recording?
- (f) Does it require appropriate equipment for viewing.
- (g) How long will the storage medium last? Can it be repaired or migrated?
- (h) Are there copyright and censorship issues on the content?
- (i) How well are the sound and pictures/views organized?
- (j) How accurately does the video depict real life events? What message does the video intend to convey?
- (k) Will the content support the academic and research needs of the users?

2.3.2.11 Guidelines and Selection Criteria for Graphic Materials

2.3.2.11.1 Graphic materials include maps, photographs, and globes, etc. Because of their diversity of form, graphic materials present special difficulties. First, there is little bibliographic control, so you have to acquaint yourself with the various producers. Second, there is a need to decide whether graphic materials will be circulated or just require them to be only used in the library.

2.3.2.11.2 The following summarizes points to consider in selecting graphic materials.

- 1) scale
- 2) type of projection
- 3) information represented
- 4) amount of detail and accuracy
- 5) use of color and symbols
- 6) use and placement of nomenclature

2.3.2.12 Guidelines and Selection Criteria for Electronic Resources

2.3.2.12.1 Electronic resources is a general term to include sources in digital format – e-serials, e-journals, e-newsletters, digital serials, e-books, and many more. The prefix “e” for any type of material which stands for electronic.

2.3.2.12.2 Electronic serials are either directly supplied by the publishers themselves or via aggregator services. Aggregator services or e-journal management services are more convenient for a library because it removes the need to negotiate a set of individual licenses and prices with a number of

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different journal publishers. It also means that these journals can be accessed from one site instead of multiple sites. However, because an aggregator service provider must get copyright permission from each publisher, breadth of coverage and pricing may make it unattractive, if not an expensive option.

2.3.2.12.3 Issues to consider when using aggregator services:

- Which serials are available in full text?
- What back issues are available (if there are any)?
- How are additions and deletions notified to the customer?
- What is the mode of Payment? Is it an annual subscription to the database, or is access contingent upon a subscription to the print or electronic serial?
- Should the titles in the database be added in the library's catalog entries, in the OPAC in particular?
- Should links be established where the service and OPAC are web-based?

2.3.2.12.4 Many of the criteria applied to printed resources (such as authority, currency, intended audience, ease of use, and accuracy are also appropriate for electronic resources. However, there are unique selection criteria to consider for electronic resources.

2.3.2.12.4.1 Content

- Does the electronic version have retrospective data? Most electronic sources do not include data prior to 1970s or 1980s.
- How complete is the electronic database, especially when compared to its printed counterpart? Some electronic resources do not include information on the same extent that print resources do. For example, graphical information may not be included on CD-ROMs due to space considerations.
- Does the electronic resource offer any special features that are not available in the print version? For example, most electronic resources offer multiple access points to the data that are not possible with print resources, and some electronic sources can provide full text contents.
- How often is the information updated? While it is generally assumed that electronic resources are more up-to-date than print resources, this is not always the case (especially with CD-ROMs). This may be true for online resources.

2.3.2.12.4.2 Access

- How will these resources be accessed and what will be the implication for other library services?
- How many users will the electronic resource accommodate at one time?
- Will the resource be available to an individual on a single computer terminal, or to multiple users in a local area network (LAN), and/or to remote users from their home or offices? Will it suffice to the demand of the population?
- How can the content of the electronic database be accessed? What type of search options does the resource provide? The user interface and search strategies vary widely from one product to another.

2.3.2.12.4.3 Technical support

- How much training will library personnel need to feel comfortable using the product and how much time will it take to train users?
- How detailed are the instructions that come with the product? Are there online help guides?
- How reliable is the producer? Does the new system mean reconfiguration of the system or network?

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(d) Will library employees and users be retrained to use the latest version of a product?

(e) Is the system prone to technical problems?

(f) Is the product compatible with existing hardware? Is the publisher's technical support helpful and easily accessible when needed?

2.3.2.12.4.4 Cost

(a) How much do acquisitions and updates to the product cost?

(b) What type of licensing agreement will be made?

(c) Will there be an extra pay in installing/placing the product across multiple computer terminals or within a network? Pricing structures vary significantly depending on the type of license arranged. A license for single computer terminal installation will be considerably less expensive than a license for multiple access.

(d) What kind of charges can the library expect for initial installation or from providers? What are the expected costs? Will users be charged to help compensate for these expenses?

2.3.2.12.4.5 Legal considerations

(a) The library should carefully review licensing terms before purchasing a product, since it is responsible for meeting all the terms of a signed agreement. Different companies and products may have significant variations in licensing agreements, which all library staff should know. Agreements often include provisions for payment and delivery of the product, warranties and limits, termination of the agreement, customer service information, and responsibility of the license for the security of the product. The library should post signs to remind users of copyright restrictions.

2.3.2.13 Guidelines and Selection Criteria for Internet Resources

2.3.2.13.1 Internet resources are a vast, constantly changing, unstructured, and unregulated sea of information which needs to be incorporated into our library services.

2.3.2.13.2 There are three basic criteria in evaluating or selecting internet resources.

2.3.2.13.2.1 Content

2.3.2.13.2.1.1 Authority

1. Is the page signed?
2. Are the credentials of the author given? If so, are they sufficient to convince you that the author is a reliable source of information on this subject?

2.3.2.13.2.1.2 Publishing body

1. Is the author of the page affiliated with the organization that published the page?
2. Is the organization a recognized source of reliable information?

2.3.2.13.2.1.3 Verifiability/accuracy

1. Are there any obvious inaccuracies and/or grammar or spelling errors?
2. Is it possible to verify non-published information by contacting the source?
3. Can the information be verified in other published, reliable sources?

2.3.2.13.2.1.4 Currency

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1. Is there a publication date? If so, is the information too old to be useful?
2. Can it be determined when and how often the page is revised?
- 2.3.2.13.2.1.5 Balance
 1. Is bias hidden by not identifying the author, organization, or publishing body?
 2. Does the page present an authoritative position, whether conventionally accepted, controversial, or politically influenced?
- 2.3.2.13.2.1.6 Appropriateness of format
 1. Would the material be better if presented in a different format?
- 2.3.2.13.2.1.7 Audience
 2. What is the intended audience for the web site?
- 2.3.2.13.2.1.8 Purpose
 1. Is the web site intended to be educational, informational, or entertaining?
 2. Is the material successful in serving its purpose?
 3. How does it compare with other internet and print resources covering the same information?
- 2.3.2.13.2.2 Access
 1. Searching
 2. If appropriate, does the site provide a mechanism for searching the content of the site? How well does it work?
- 2.3.2.13.2.2.1 Organization
 1. How clear or confusing is the site? Is it well organized?
 2. Is the information needed easily reached by minimum navigation between pages or links?
- 2.3.2.13.2.2.1 Download time
 1. How long does it take to load the site?
 2. Is it worth the wait?
- 2.3.2.13.2.2.1 Stability
 1. Does the URL change frequently? If changes are made, is the new address made easily available?
- 2.3.2.13.2.2.1 Links
 1. Are appropriate, working links provided?
 2. Are the links annotated?
- 2.3.2.13.2.3 Design
 - 2.3.2.13.2.3.1 Construction
 1. Is the page easily navigated, or are you forced to scroll through pages of text?
 2. Are there sections which are "under construction" or otherwise not working?
 - 2.3.2.13.2.3.2 Instructions
 1. Are essential instructions available and easily understood?
 - 2.3.2.13.2.3.3 Graphics
 1. Do graphic elements add to the page or distract from its contents?
 2. Are the graphics relevant and/or useful?
- 2.3.2.14 Guidelines for Resource Sharing
 - 2.3.2.14.1 Resource sharing is defined as "activities engaged in jointly by a group of libraries for the purposes of improving services and/or cutting costs.

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2.3.2.14.2 Resource sharing may be established by informal or formal agreement or by contract and may operate locally, nationally, or internationally. The resources shared may be collections, bibliographic data, personnel, planning activities, etc." Below are its types:

2.3.2.14.2.1. Cooperative collection development, where two or more libraries reach agreement to have "primary collecting responsibility" on certain areas share this free of charge.

2.3.2.14.2.2. Coordinated acquisitions, when two or more libraries agree to acquire materials and/or share the cost(s), and one or more of the members house the material.

2.3.2.14.2.3. Joint acquisitions, members place a joint order for a product or service, and each member receives the product/service, such as systemwide agreements to purchase electronic database subscriptions.

2.3.2.14.2.4. Shared collection information, a system in which members use information in a shared database about collection holdings to influence their selection/acquisitions decisions.

2.3.2.14.3 The cooperation does not assume that every member will achieve the same benefits or contribute materials at an equal volume but should at least have the benefits below:

2.3.2.14.3.1 Improved Access and Collection. A greater range of materials or better depth of a subject area will be available for users.

Stretch resources and shared results. Combined efforts may not result in spending less but other benefits such as greater staff specialization.

2.3.2.14.3.2 A person can concentrate on one or two activities rather than on five or six resulting to better overall performance and reducing unnecessary duplication.

2.3.2.14.4 Some issues could make cooperation difficult if not impossible and should be addressed early.

2.3.2.14.4.1 Institutional/ People. Matching/modifying the missions and goals as well as the policies of participating libraries is inevitable, sometimes a little compromise is necessary. Other concerns are the idea of self-sufficiency and autonomy on selection decisions.

2.3.2.14.4.2 Accrediting agencies. Some metric may not allow or disregard resource sharing as only supplemental and not as the main source of collection.

2.3.2.14.4.3 Legal and administrative. Certain laws governing procurement and funds handling will greatly impact the joint agreements which usually involves politics.

2.3.2.14.4.4 Physical access. Reciprocal borrowing rights are agreed but with some restrictions due to limitations and adequacy of space of participating libraries.

2.3.2.14.4.5 Technology. Systems make sharing of resources quicker and more efficient.

2.3.2.14.5 Pitfalls of Resource sharing program should also be avoided by taking into consideration the following:

1. Avoid thinking of the cooperative as "supplementary" and an "addon"; instead, consider it as something it is impossible to do without.

2. Have planners spend time working out operational details.



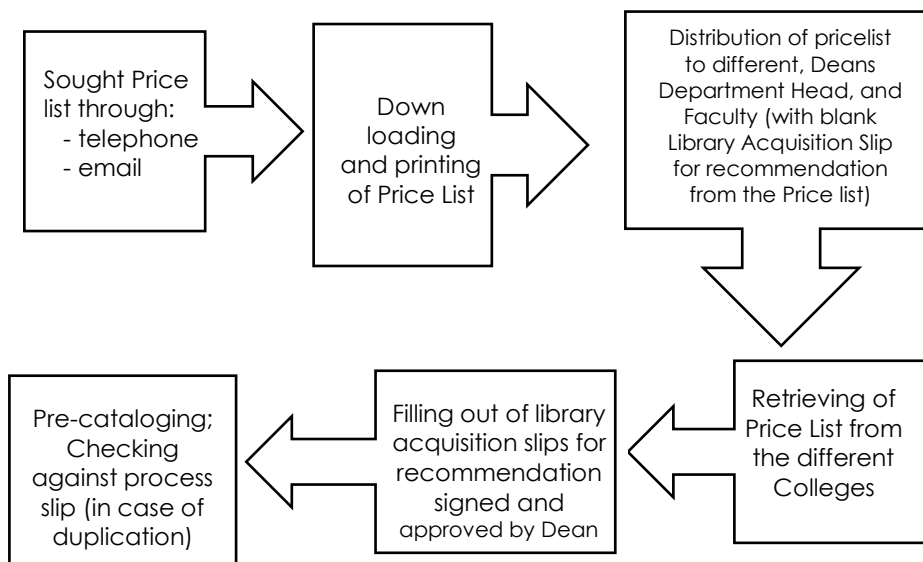
3. Realize that the system should cause major operational changes in the member libraries.
4. Avoid thinking of the system as providing the library with something for nothing.
5. Have the cooperative's funding and operation handled by an independent agency.
6. Realize that it takes time; careful, complete communication; and one or two persons who take on the leadership role with patient understanding for such a project to succeed.
7. Remember that, above all else, forming a cooperative is a political process.

2.3.3 Operating Procedures in Acquisitions

2.3.3.1 Book Selection

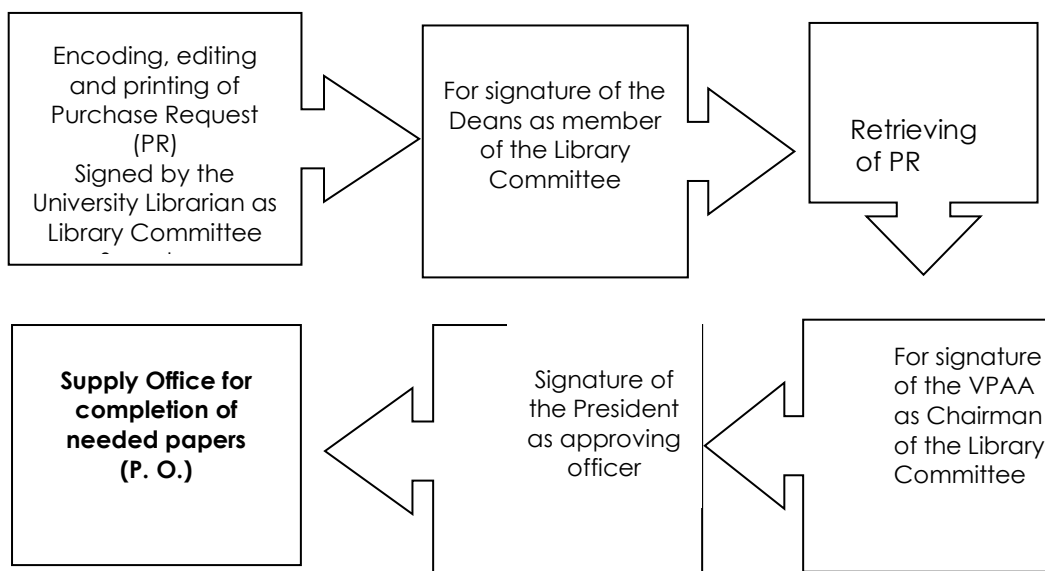
2.3.3.1.1 Examining the collection directly.

2.3.3.1.2 Applying standards.



2.3.3.2 Acquisition

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2.3.2.3 Verification and Ordering Flowchart

2.3.2.3.1 Check request against acquisition slip, Shelf list file and other files for duplication. If titles are available, inform the requesting party.

2.3.2.3.2 Verify and locate other information.

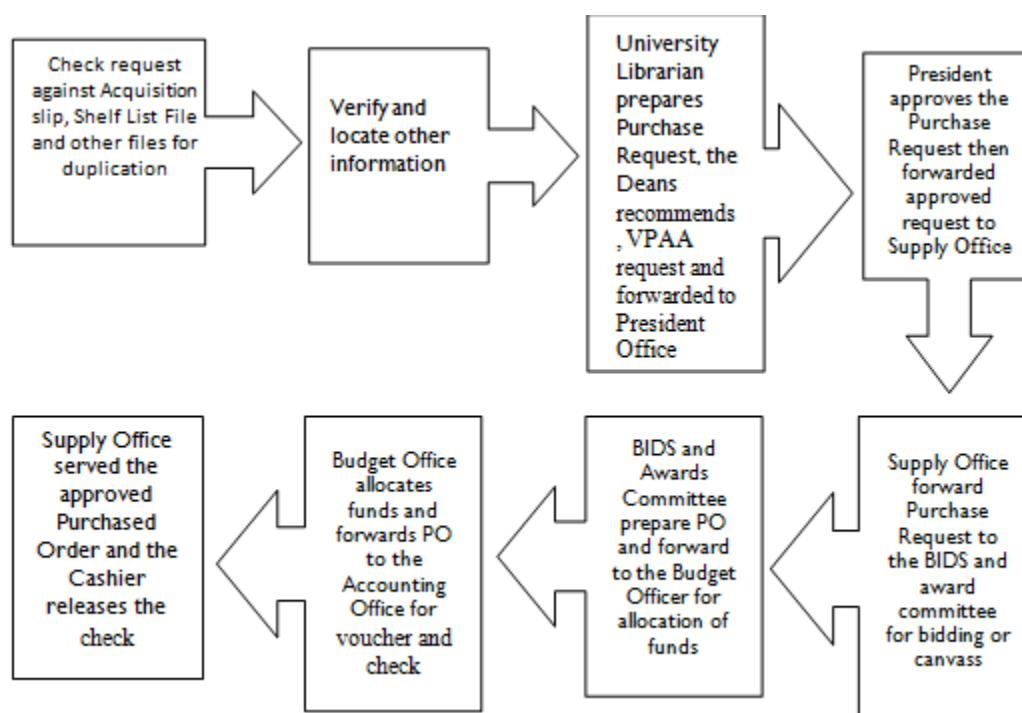
2.3.2.3.3 University Librarian prepares Purchase Request (end user), submits the same to the Dean's as the recommending officer then forwarded to the Office of the Vice President for Academic Affairs as Requesting Officer and submitted to the Office of the President for approval.

2.3.2.3.4 Approved Purchase Request is forwarded to the Supply Office and the latter forwards Purchase Request to the Bids and Awards Committee for bidding or canvass.

2.3.2.3.5 Bids and Awards Committee prepare PO and forward to the Budget Officer for allocation of funds.

2.3.2.3.6 Budget Office allocates funds and forwards PO to the Accounting Office for voucher and check. Supply Office served the approved Purchased Order and the Cashier releases the check.

VERIFICATION AND ORDERING FLOW CHART



2.3.2.4 Records kept in the Acquisition Selection

The Acquisition Section of the library maintains the following records:

2.3.2.4.1 Order

2.3.2.4.1.1 File

2.3.2.4.1.2 Invoice

2.3.2.4.1.3 Purchase order

2.3.2.4.1.4 Statistical Records

2.3.2.4.1.5 Annual Reports

2.3.2.4.1.6 Acquisition List

2.3.2.4.2 Gifts and Exchanges

2.3.2.4.2.1 Acknowledgement letters

2.3.2.4.2.2 Gift & Exchange Correspondence

2.3.2.4.2.3 Statistical Records

2.3.2.4.3 Serial

2.3.2.4.3.1 Serial checking records

2.3.2.4.3.2 Master list

2.3.3 Weeding Procedures

2.3.3.1 Introduction

Every library seeks to serve the needs of its community of users. It follows then, that the library should have an alive, growing, and up-to-date collection of books. Therefore, an evaluation of the library collection is very important. It should reflect the organizational mission and objective. If the selection n of the books plays a great role in collection development, so is weeding of books. The movement is cyclic – one cannot go without the other.

2.3.3.2 Weeding Defined



Weeding is the process wherein books and materials are no longer needed and taken out of the collection. This is done to keep the collection fresh alive and responsive to the needs and interests of the clientele.

2.3.3.3 Reason for weeding

In the face of rapidly growing collections, limitations of space and the high cost of storing books are the main reasons for weeding. The use of compact storage for less used materials should not be overlooked, especially in the light of a growing resistance to budget increases for new construction now being experienced in all libraries.

2.3.3.4 Factors discouraging weeding

In view of the pressing space problem it is difficult to understand why more weeding has not been undertaken. A number of factors have discouraged weeding.

2.3.3.4.1 The number of books in the library is often considered a criterion of the quality of the library.

2.3.3.4.2 Professional Work Pressure. Weeding has generally been considered as a professional task. In many instances work pressure have not left the librarian much time to perform the task of weeding. It is to be noted that in this process not only must weeding decision be made, but that the card catalogue, shelf list, and other records must be updated in accordance with needed materials.

2.3.3.5 Basis of weeding

2.3.3.5.1 Last date of circulation. If the material has not been used in ten years (or less depending on the type of library) it is weeded.

2.3.3.5.2 Physical condition. If the condition is bad, the item is weeded, although a decision must be made whether to repair the item or to replace it.

2.3.3.5.3 Timeliness. This is one of the most frequent criteria. Reference is made to:

2.3.3.5.3.1 Out-of- date materials, particularly in the science and technology. A rule of thumb is to weed almost everything more than three to five years of age.

2.3.3.5.3.2 Materials no longer in demand or that do not support the curriculum or current community program

2.3.3.5.3.3 Older edition that is no longer used.

2.3.3.5.3.4 Obsolete textbooks

2.3.3.5.4 Reliability. Viewpoints change and must be reflected in the collection. Yesterday's reliable explanation may no longer be useful particularly if these are scores of titles that support the outdated view.

2.3.3.5.5 Language. Where changes in the community or the teaching program or the activity of the library have outstripped books in foreign languages, they should be discarded. Also, translations of works into language other than English should be checked periodically.

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2.3.3.5.6 Ephemeral. This type of fad literature should be weeded, particularly when it is found that a title no longer circulates, is no longer relevant and then information seems unreliable.

2.3.3.5.7 Duplication. When there are duplicates and none seems to be circulating or used, all but a single copy is discarded.

2.3.3.5.8 Subject Areas and Material Type. Rules are established for the weeding of types of reference works (from dictionaries to encyclopedias), types of materials and subject areas.

2.3.3.5.9 Historical/Analytical. Collections that may not be currency useful to the curricular offerings but may have historical/analytical value may be withdrawn from the shelves and placed in the library

2.3.4 Collection Analysis and Evaluation

The purpose of collection analysis and evaluation is to determine the quality of the collection. It falls into two parts: one must evaluate the quality of the collection currency, and the like. Second, the collection should be judged on how well it serves the needs of the community.

2.3.4.1 Methods Used for Evaluating Library Collections

2.3.4.1.1 Compiling statistics on holdings, use, expenditures.

2.3.4.1.2 Checking lists, catalogs, bibliographies.

2.3.4.1.3 Obtaining opinions from regular users.

2.3.4.1.4 Examining the collection directly.

2.3.4.1.5 Applying standards.

2.3.4.2 The Standard Criteria for the Selection of Books/Monographs

2.3.4.2.1 Full bibliographic data Title, Publisher/s, volume, Edition, Date, Price

2.3.4.2.2 Authority.

2.3.4.2.2.1 Is the author an M.A., Ph.D. or a recognized specialist in the field?

2.3.4.2.2.2 Has the author written any other books in the field that he has gained due recognition from readers/institute?

2.3.4.2.2.3 Does the library own them?

2.3.4.2.2.4 Is then book relatively current?

2.3.4.2.2.5 Is the publisher reputable?

2.3.4.2.2.6 Has the publisher issues other commendable and/or sound titles?

2.3.4.2.3 Format

2.3.4.2.3.1 Are the print readable for normal reading?

2.3.4.2.3.2 Is the book easy to handle?

2.3.4.2.3.3 Is then binding durable?

2.3.4.2.3.4 Is the paper of good quality?

2.3.4.2.3.5 Are the illustrations reproduced well, helpful and clear?

2.3.4.2.4 Bibliographic Aids:

2.3.4.2.4.1 Is there an index?

2.3.4.2.4.2 Is there a table of contents?

2.3.4.2.4.3 Is there a table of content s for charts, graphs, illustrations?

2.3.4.2.4.4 Are these identified and helpful?

2.3.4.2.5 Scope:

2.3.4.2.5.1 Is the scope of the book helpful?

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2.3.4.2.5.2 To what level of users does the book address?

2.3.4.2.5.3 Is the book technical, scholarly or popular?

2.3.4.2.5.4 Is the coverage appropriate for the library's target clientele/institution's curricular offering/s?

2.3.4.2.6 Aids in evaluation:

2.3.4.2.6.1 Has the book been requested for purchase by the library committee/Librarians/Faculty?

2.3.4.2.6.2 Has the book been reviewed in journals or in widely circulated scholarly magazines/serials/Trade Bibliography?

2.3.4.3 Serial Evaluation Series

2.3.4.3.1 Bibliographic verification

2.3.4.3.1.1 Title, publisher, beginning volume, issue, date, price, frequency, editor, sponsorship.

2.3.4.3.2 The contents are within the scope of the library's current subscriptions

2.3.4.3.3 The journal is recommended by faculty member, library committee and other library users.

2.3.4.3.4 The articles are current

2.3.4.3.5 The entries are scholarly and can be useful for potential research of the library users.

2.4 Procedures and Processes

2.4.1 Technical Processing Procedure

2.4.1.1 Collation:

The newly acquired books are physically checked. Acquisition P-slips are attached to each book after collation.

2.4.1.2 Shelf List Checking:

Upon receipt of the book request, shelf list checking is performed by verifying if previous copies of the requested title have been received by the library. Further verification is made regarding author, volume, edition and copyright date.

2.4.1.3 Placement of ownership mark:

2.4.1.3.1 Inside front and back covers

2.4.1.3.2 Title Page

2.4.1.3.3 Table of Contents

2.4.1.3.4 Text Proper

2.4.1.3.5 Secret page number (alternative pages)

2.4.1.3.6 3rd page from the last printed page

2.4.1.3.7 all sides

2.4.1.4 Classification and Cataloguing

2.4.1.4.1 Tools Used:

2.4.1.4.1.1 Four volumes Dewey decimal classification

2.4.1.4.1.2 Three Figure Cutter Table

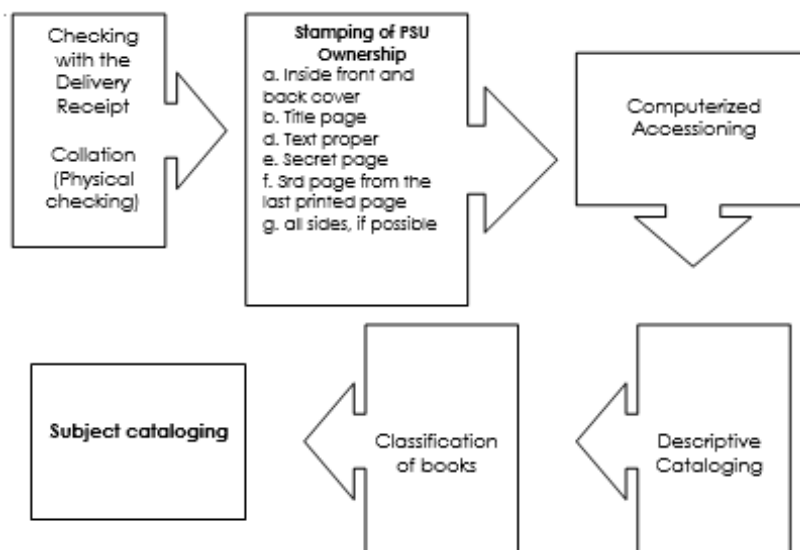
2.4.1.4.1.3 Sears List Subject Headings

2.4.1.4.1.4 AACR2 (2005 update edition)

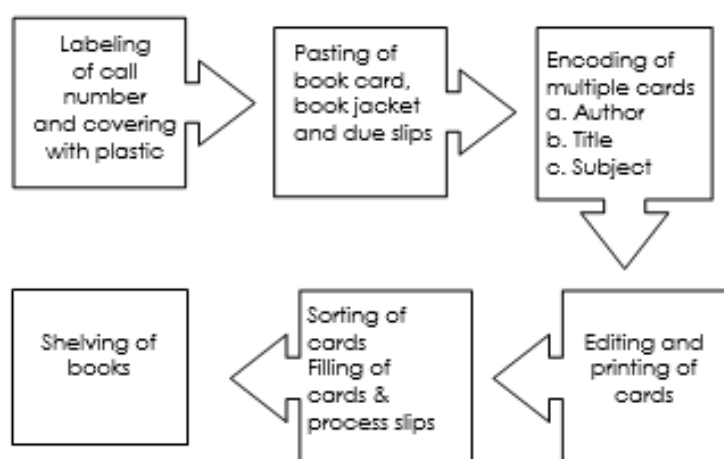
2.4.1.4.1.5 Library of Congress Subject Heading



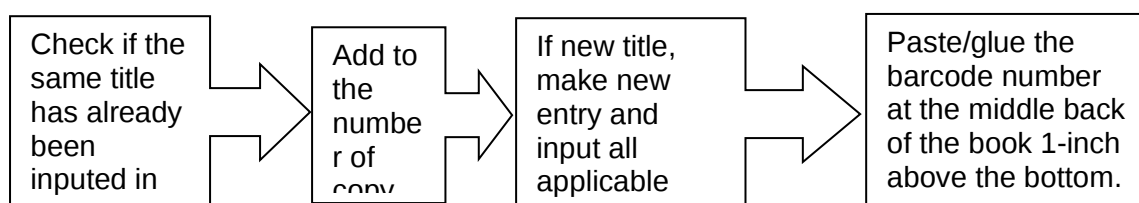
2.4.2 Classification and Cataloguing



2.4.2.1 Mechanical Processing



2.4.2.1 Barcoding



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2.4.2.2 Patterns in Cataloguing

3.3.2.2.1 Shelf List Card

808.066	
Ig6	<u>Igoy, Judy Imelda L.</u>
2004	Technical writing and reporting/ Judy Imelda L. <u>Igoy, Apolinario S. Saymo, Remedios S. Esperon. - - Bulacan: Trinitas Pub., inc., c 2004</u>
	293p.: "6x10"
	Includes index
0001-c1	ISBN: 971-42-0456-9
0002-c2	
0003-c3	1. Technical Writing
	2. Title

2.4.2.2 Accessioning

The accession record is a numerical record of books which have been with the library and they have a chronological arrangement when new ones are added to it.

2.4.2.2.1 Computerized Accessioning is entering the accession number thru encoding following pattern of accession book.

2.4.2.2.2 Entering accession number

Accession number is entered in the book using the mechanical numbers:

2.4.2.2.2.1 On the upper left corner of the inside front cover parallel to the upper edge one centimeter from left & upper edges.

2.4.2.2.2.2 On the bottom of the first right hand page, after the title page, three centimeters from bottom and parallel to bottom.

2.4.2.2.2.3 On the desired secret page

2.4.2.2.2.4 On the third left upper right-hand page, from the last numbered page, at the upper right corner, parallel to the upper edge and one centimeter from right and upper edge.

2.4.2.3 Labeling

A call number on a white background is pasted at the spine of the book (1 ½ "from the base). A cellophane and acetate plastic are used to protect both the book and the call number.

2.4.2.4 Vertical Labeling

808.066
Ig6
2004

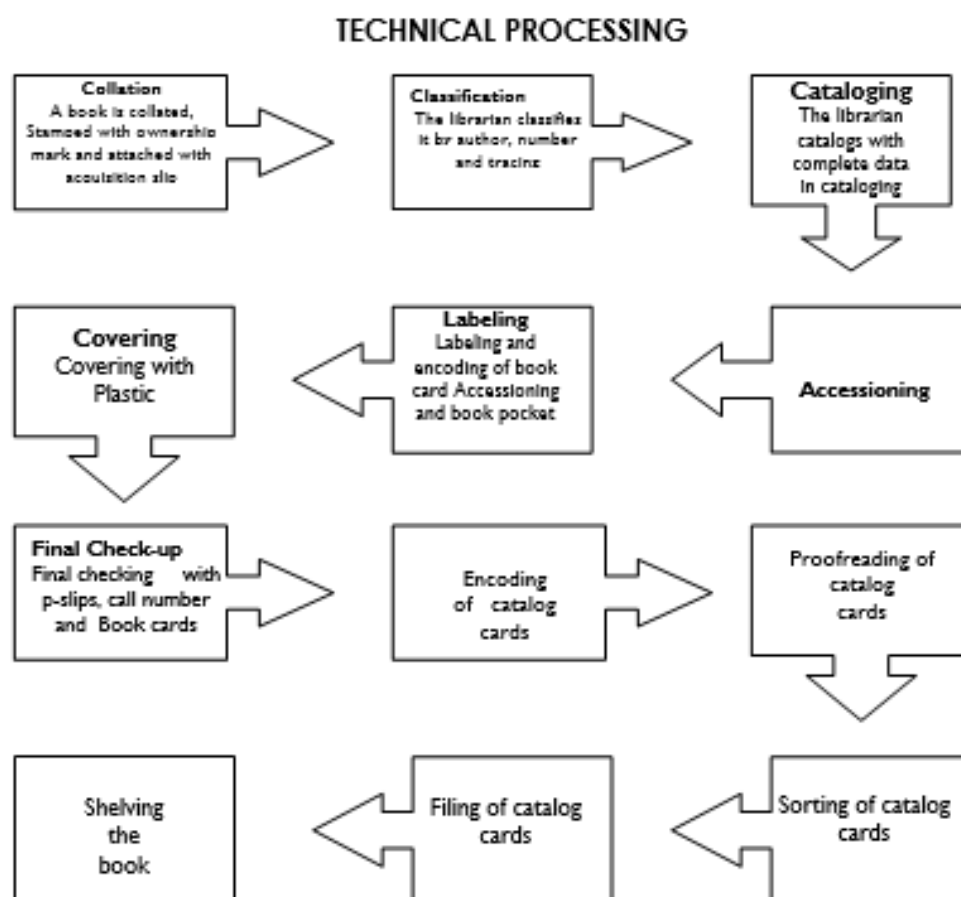


2.4.2.5 Encoding:

Only one pattern of encoding catalog cards is followed by the university library. However, new trends in cataloguing may still be adopted.

2.4.2.6 Final Checking of the Processed Book/s and Catalog Card/s

Final checking of the processed books and Catalog Cards is done by the University librarian before putting them in place.



2.4.3 Indexing Periodicals

Periodicals received that are subject for binding are indexed to address the problem on retrieval of information from these sources. The technical section of the library notes on the database the necessary bibliographic information from periodicals/journals and assign a corresponding subject heading got particular topics related to the curricular offerings/programs of the institution

2.4.4 Circulation Services

2.4.4.1 Every library user is provided with a library card with corresponding library number as the student's university ID. The data included in the card are: student's name, address, library number, college/course and year. During the student's first entry at the university, he/she is given a library card after filling out an application form and

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submitting one (1) 1x1 ID photo. The student uses the same library card until he/she graduates.

2.4.4.2 The library card is a passport to avail of library services in whatever section or whatever collection, book or periodical/journal, the student intends to use. Upon entry to the library and to the different sections, the library user presents his/her library card. He/She has to deposit his/her card with the librarian's control counter if he/she intends to borrow and/or take out the book. However, if he/she will just read the collection within the confines of the library the library card is returned after he/she avails the circulation service.

2.4.4.3 At the end of the term, a library clearance is issued to students before final examinations. The library card is validated every semester term or summer. Faculty and staff members are also issued borrower's cards.

2.4.4.4 Reservation service. Since the library is an academic library, it cannot have as many books as the students need. To make sure that everyone avails of the collection, the Reserve Section circulates the books by the hour. Even if the book is at the circulation section, borrowers may only take out the books at the end of the day.

2.4.5 Binding Services

These are the services in the library that prepare materials for binding or rebinding outside the library and may do mending and minor repairs.

Books sent to the bindery section are newly acquired paper books that need to be reinforced; old books that need to be repaired; and back issues of periodicals with complete number of issues per volume

2.4.6 Inventory

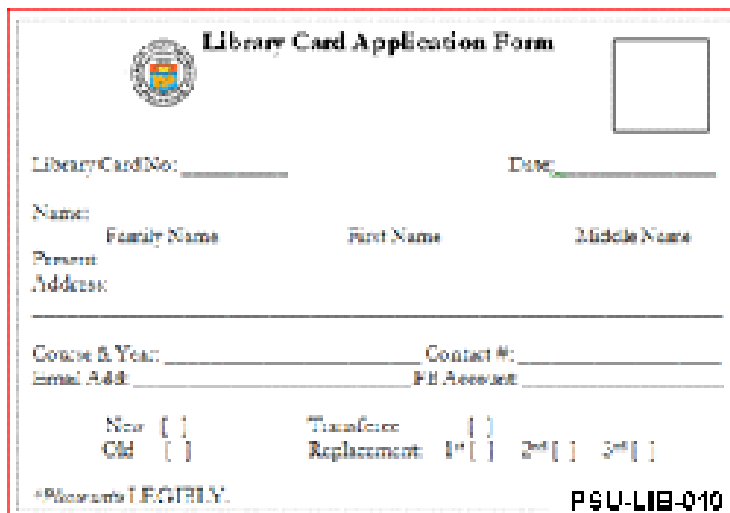
The purpose of an inventory is to determine the status of the books on shelves. Since the shelf list is arranged as the materials on the shelves, the task of checking one against the other is not burdensome. If there is an item without shelf list card, the book is pulled out and a new card is made later. If the shelf list card is present but the book is not, the card is put up. At this point, the circulation file is checked to ascertain that the book has or has not been charged out to anyone. The files for books being mended are also checked for a copy of such missing book. If the book is not found in any of the library sections, the librarian writes lightly with a pencil on the shelf list notation "missing" and the date. If the book is found later, the notation is erased.

The number of missing items is counted and recorded the accession book such as the "Record of additions and withdrawals." For convenience, a yearly recording may be kept in a loose-leaf notebook.

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3 Forms and References

3.1 PSU-LIB-010 Library Card Application Form



Library Card Application Form

Library Card No: _____ Date: _____

Name: _____
Family Name First Name Middle Name

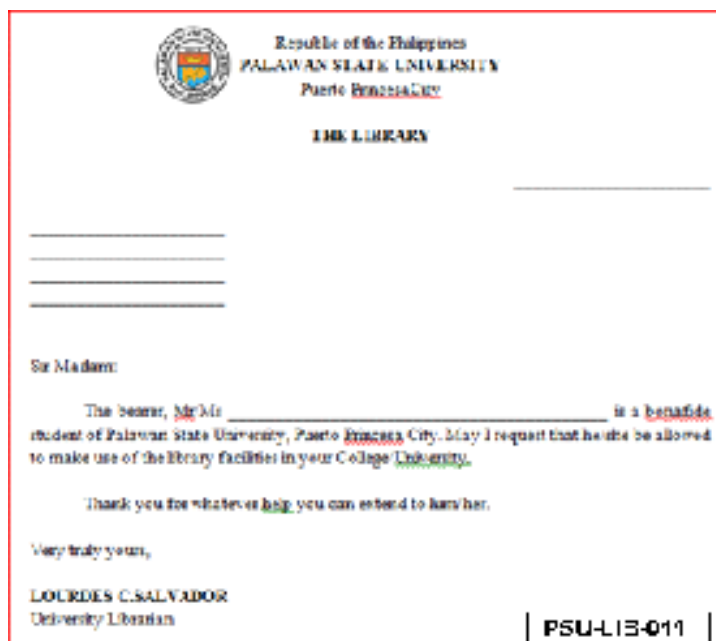
Present Address: _____

Course & Year: _____ Contact #: _____
Email Add: _____ FB Account: _____

New ☐ Transfer ☐
Old ☐ Replacement 1st ☐ 2nd ☐ 3rd ☐

PSU-LIB-010

3.2 PSU-LIB-011 Interlibrary Letter Form



Republic of the Philippines
PALAWAN STATE UNIVERSITY
Puerto Princesa City
LIBRARY

Sir/Madam:

The bearer, Mr/Ms _____ is a bonafide student of Palawan State University, Puerto Princesa City. May I request that he/she be allowed to make use of the library facilities in your College/University.

Thank you for whatever help you can extend to him/her.

Very truly yours,

LOURDES C.SALVADOR
University Librarian

PSU-LIB-011

3.3 PSU-LIB-012 Certification form

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	Palawan State University Quality Management System
Date _____ <u>Dr. Carlos Alfonso C. Salvador</u> University Registrar This University Sir: This is to acknowledge _____ copy of book/thesis entitled " _____ " by _____ (Name/Names) _____ (Year/ Course/Graduate Program) _____ submitted to the University Main Library. Thank you! Respectfully yours, CHRISTIAN ROBERT B. NALICA OJC, University Librarian Received By: _____ Signature over printed name	
PSU-LIB-012	

	Palawan State University Quality Management System
Date _____ <u>Dr. Carlos Alfonso C. Salvador</u> University Registrar This University Sir: This is to acknowledge _____ copy of book/thesis entitled " _____ " by _____ (Name/Names) _____ (Year/ Course/Graduate Program) _____ submitted to the University Main Library. Thank you! Respectfully yours, CHRISTIAN ROBERT B. NALICA OJC, University Librarian	
PSU-LIB-012	

3.4 PSU-LIB-013 Donation form

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	Palawan State University Quality Management System
Sir/Mam: Greetings, This is to acknowledge receipt that _____ donated _____ book entitled _____ to the university library. Thank you! Respectfully yours, CHRISTIAN ROBERT B. NALICA OIC, University Librarian PSU-LIB-013	

	Palawan State University Quality Management System
Sir/Mam: Greetings, This is to acknowledge receipt that _____ donated _____ book entitled _____ to the university library. Thank you! Respectfully yours, CHRISTIAN ROBERT B. NALICA OIC, University Librarian PSU-LIB-013	

3.5 PSU-LIB-014 Library Card

PALAWAN STATE UNIVERSITY Puerto Princesa City		1X1 Latest ID Picture
LIBRARY CARD		
Card No.: _____		
Name: _____ Surname First Name MI		
Address: _____		
Course: _____ Year: _____ Sch. Yr: _____		
Signature: _____  LOURDES C. SALVADOR University Librarian		

3.6 PSU-LIB-015 Book Card

[illegible]

3.7 PSU-LIB-016 Book Pocket

PSU-LIB-016	
Acc no.: _____	Call no.: _____
Author: _____	
Title: _____	
	Palawan State University Quality Management System

3.8 PSU-LIB-017 Statistics sheet per subject area



**Palawan State University
Quality Management System**

DATE
000-099
050-059
060-069
070-079
080-089
090-099
100-109
110-119
120-129
130-139
140-149
150-159
160-169
170-179
180-189
190-199
200-299

PSU-LIB-017



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SECTION:	
MONTH:	
COLLEGE AND PROGRAMS	
DATE	TOTAL
COLLEGE OF ARTS AND SCIENCES	
BS Mass Communication	
BS Broadcasting	
BS Journalism	
BS Political Science	
BS Psychology	
BS Social Work	
BS Philippine Studies	
COLLEGE OF BUSINESS AND ACCOUNTANCY	
BS Accounting	
BS Business Administration	
BS Economics	
BS Financial Management	
BS Human Resource Mgt.	
BS Management Accounting	
BS Marketing Management	
BS Entrepreneurship	
BS Public Administration	
BSM	
COLLEGE OF CRIMINAL JUSTICE EDUCATION	
BS Criminology	
COLLEGE OF ENGINEERING ARCHITECTURE AND TECHNOLOGY	
BS Architecture	
BS Civil Engineering	
BS Electrical Engineering	
BS Mechanical Engineering	
BS Petroleum Engineering	
BS Mining Engineering	
STEM	
COLLEGE OF HOSPITALITY MANAGEMENT AND TOURISM	
BS Hospitality Management	
BS Tourism Management	
BS Marine	
Diploma in Midwifery	
COLLEGE OF SCIENCES	
BS Agriculture	
BS Biology	
BS Botany	
BS Chemistry	
BS Computer Science	
BS Environmental Science	
BS Information Technology	
BS Mathematics	
BS Physics	
BS Psychology	
COLLEGE OF TEACHER EDUCATION	
BS Elementary Education	
BS Secondary Education	
BS Biological Science	
BS English	
BS Filipino	
BS Mathematics	
BSM	
BS Physical Science	
BS Social Science	
BS Technological Livelihood Ed.	
Junior High School	
Senior High School	

PSU-LIB-018



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3.11 PSU-LIB-020 Circulation Record of administrators, faculty and staff

3.12 PSU-LIB-021 Periodical Record



Palawan State University Quality Management System									
Periodical Record									
Title: _____					Author: _____				
Frequency: _____					Date started: _____				
No of Copies: _____					Paid () Free ()				
Month	Volume	Series	Delivery Receipt no.	Date Received	Month	Volume	Series	Delivery Receipt no.	Date Received
January					July				
February					August				
March					September				
April					October				
May					November				
June					December				

PSU-LIB-023

3.13 PSU-LIB-022 Newspaper Checklists

Palawan State University Quality Management System					
Newspaper Checklist					
For the Month of _____					
Day	Phil Daily Inquirer	The Phil Star	Manila Bulletin	Received	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
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25					
26					
27					
28					
29					
30					
31					

Prepared by: _____

PSU-LIB-022

3.14 PSU-LIB-023 Library IMC Request Form

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Form no: _____	Date: _____
Request for the Use of Instructional Media Center (IMC)	
Requesting Class: _____	No. of Students: _____
College/Department: _____	Year Level: _____
Purpose: _____	Date: _____
Subject: _____	Time: _____
Title of Film: _____	
Equipment and materials to be used:	
☐ Television	☐ CD/DVD Player
☐ Projector	☐ Microphone
☐ AV Materials	☐ Component
	☐ White board
	☐ Projector Screen
	☐ others, specify _____
Requested by: _____	Noted by: _____
Instructor/Instructress	Department Head
Approved: LOURDES C. SALVADOR University Librarian	
PSU-LIB-023	

3.15 PSU-LIB-024 Library Acquisition Slip

	Palawan State University Quality Management System
LIBRARY ACQUISITION SLIP	
I would like to recommend the following titles for the library	
Title	Author
Year	
Please check: Not in the Library () Added Edition () Added copy ()	
Recommended by: _____	
PSU-LIB-024 (Printed Name and Signature)	

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3.16 PSU-LIB-124 Library Notice

	Palawan State University Quality Management System	
LIBRARY NOTICE		
Name _____	Date _____	
Department _____	Remarks _____	
You are reminded to return the following book/s: () Needed in the library () Overdue		
Title	Author	Date Borrowed
Thank you for your cooperation		
Staff in charge	Noted by:	
PSU-LIB-124	CHRISTIAN ROBERT B. NALICA OIC, University Librarian	

3.17 PSU-LIB-125 Library Exchange form

	Palawan State University Quality Management System
Date _____	
_____ _____ _____	
Madam/Sir:	
We are sending you the following publications in exchange of your own school publications:	
_____ _____ _____ _____	
Please acknowledge receipt.	
Sincerely yours,	
CHRISTIAN ROBERT B. NALICA OIC, University Librarian	
_____ ACKNOWLEDGEMENT RECEIPT	
This serves as proof that your school _____ (Name/Address)	
_____ received the following University Journal publications. (Name/Address)	
_____ _____ _____ _____	
Authorized Name and Signature	Date
PSU-LIB-125	

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3.18 PSU-LIB- Document Delivery form

PALAWAN STATE UNIVERSITY Puerto Princes City DOCUMENT DELIVERY FORM	
Sch. ID No. _____	Name (optional): _____
Patron Type: __student__ faculty __staff College: _____	
Subject: _____ Email address: _____	
FB username: _____ Contact Number: _____	
Type of Document Requested:	
☐ Pages of journals/magazines ☐ Pages of undergraduate thesis ☐ Pages of graduate thesis/dissertation ☐ Pages of a printed book ☐ Pages of an ebook	
Document Requested (Title, Article, Chapter, Author, Year) _____	
Pages (limited to 15 pages) Others, Specify: _____	
Mode of Delivery: __email__ facebook __printed pick up	
PSULIB-	

3.19 PSU-LIB- Document Delivery Feedback form

PALAWAN STATE UNIVERSITY Puerto Princes City DOCUMENT DELIVERY SERVICE DDS FEEDBACK FORM	
Name (optional): _____	
Patron Type: __student__ faculty __staff	
Sex: __Male__ Female College: _____	
Please rate the services of the unit/college Library by encircling the number	
Rating scale: 5- Excellent 3- Satisfactory 1- Poor 4- Very Satisfactory 2- Fair	
1. Promptness of delivery	5 4 3 2 1
2. Quality (Image Quality) of Document Received	5 4 3 2 1
3. Relevance of document delivered	5 4 3 2 1
4. Approachable library staff	5 4 3 2 1
5. Adequate service hours	5 4 3 2 1
6. Overall satisfaction with document delivery services	5 4 3 2 1
Reasons why you did not get what you need? _____	
Comments and Suggestions: _____	
All data collected complies with all Philippine laws and data protection and privacy rights	
PSULIB-	

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3.20 PSU-LIB-

Borrowers Agreement form



Republic of the Philippines
PALAWAN STATE UNIVERSITY
Tinguiban, Puerto Princesa City, Palawan
LIBRARY READERS SERVICES

BORROWER'S AGREEMENT FORM

Date: _____

Guarantor's Name: _____ PSU Employee No: _____
Contact No. _____ Department: _____

I hereby stand as a guarantor of book/s loaned by Mr./Ms. _____
from PSU Library-Main Campus, Tinguiban, Puerto Princesa City.
as a guarantor, I will be responsible for any penalties such as; (due fines, lost/damage
materials) based on the implemented policy of the Library.

Borrower's Name: _____ PSU Employee No: _____
Contact No. _____ Department: _____

Witnessed by:

Approved by:

Ms. Analiza A. Amistoso, RL
Readers Services In-charge

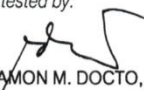
Ms. Joyce M. Banzuelo, RL
University Librarian

PSU-LIB-____

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4 Annex

4.1 BOR Approval of Library Operations Manual

	Republic of the Philippines PALAWAN STATE UNIVERSITY Puerto Princesa City Board of Regents C E R T I F I C A T I O N This is to CERTIFY that Resolution No. 74, series of 2020 of the Board of Regents of the Palawan State University, quoted hereunder in italics, was confirmed and approved by the Board during its 215th Meeting held on October 1, 2020, via Zoom, viz: <i>"Resolution No. 74, series of 2020</i> <i>APPROVING the Proposed PSU Library Operations Manual, subject to the amendments recommended by the Board of Regents."</i> APPROVAL Issued on Monday, October 12, 2020, in Puerto Princesa City, Palawan, for whatever legal purpose/s it may serve best.
	Certified True and Correct:  VENZON L. LIMPIADA, MSIT Board Secretary V Attested by:  RAMON M. DOCTO, Ph.D. University President CERTIFIED TRUE AND CORRECT  PALAWAN STATE UNIVERSITY OFFICE OF THE UNIVERSITY BOARD SECRETARY RELEASED DATE: VENZON L. LIMPIADA BY: UNIVERSITY BOARD SECRETARY Vision: An internationally recognized university that provides relevant and innovative education and research for lifelong learning and sustainable development. Mission: The Palawan State University is committed to upgrade the people's quality of life by providing education opportunities through excellent instruction, research and innovation, extension, production services, and transnational collaborations. Disclaimer: The information contained in this Resolution is strictly confidential. It is furnished solely for the purpose contained in the certification, use of which shall conform with Republic Act 10173, and other existing pertinent government rules and regulations. Information herein is not to be used for any other purposes or made available to any person without the expressed written consent of Office of the University President.  Printed 10/12/2020 5:34 PM, page __ of __ Palawan State University. Brgy. Tiniguiban, Puerto Princesa City, Palawan (048) 433-2379 psu_main@yahoo.com oubs@psu.palawan.edu.ph www.psu.palawan.edu.ph

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4.2 Code of Ethics

CODE OF ETHICS OF LIBRARIANS

PREAMBLE

Librarians, mindful of their role in the development of knowledge and culture and the enrichment of people's lives, seek the highest standards of ethical behavior in their relations with their schools, their clients/employers, the librarianship profession and colleagues, agencies and associations and the public.

1. Librarians with the State, Society and Public

1. Librarians shall uphold the Constitution, obey the laws of the land, and respect duly constituted authorities.
2. Librarians shall promote literacy and education of the public by making the resources and services of the library known and accessible to its users.
3. Librarians shall uphold and promote the right to information as well as abide by the provisions of the intellectual property law.
4. Librarians shall be partners with the community they serve in inculcating nationalism practicing Filipino values and preserving the country's historical, cultural, and intellectual heritage.

2. Librarians with Librarianship Profession

1. Librarians shall uphold the dignity and integrity of the profession
2. Librarians shall keep their reputation above reproach and shall so conduct themselves to gain public esteem and respect for the library and for the profession.
3. Librarians shall not assist in the unauthorized practice of librarianship.
4. Librarians shall treat each other with respect, courtesy, and sincerity and shall avoid maligning the reputation, competence, and capability of their colleagues. They shall not use any unfair means to gain professional advancement.
5. Librarians shall strive to improve, enhance, and upgrade their professional knowledge, skills, and competencies through formal and informal means.
6. Librarians shall endeavor to uphold the highest standards in the practice of the profession. They shall adopt and live by this motto: C A N I - Constant and Never-ending Improvement of the quality and standards of professional services.
7. Librarians shall adhere to the principles of due process and equality of opportunity in their relationship with fellow workers especially their colleagues.
8. Librarians shall maintain membership, participate and cooperate in the endeavors of library association/s to enhance the effectiveness of the profession.
9. Librarians shall participate and cooperate in all the endeavors of library association/s to enhance the effectiveness of the profession.
10. Librarians shall be vigilant in the protection of all library resources placed under their care.
11. Librarians shall be entitled to a just and fair fee for consultancy and other professional services.

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3. Librarians with the Suppliers, Publishers, Dealers, etc.

1. Librarians shall choose suppliers and publishers exclusively on the basis of the quality of goods, costs, and services.
2. Librarians shall refuse all personal gratuities.
3. Librarians shall never enter into business transactions prejudicial to the library, but unwisely favorable to their own interest.

4. Librarians with the Clients and/or other Users of their Professional Services.

1. Librarians shall provide courteous, prompt, adequate, skillful and accurate responses to all requests for assistance.
2. Librarians shall keep in confidence, information acquired in the course of professional service. They shall protect the client's right to privacy with respect to information sought or received and materials consulted, borrowed, or acquired through the library.
3. Librarians shall render impartial service to all library users regardless of their race, beliefs, age, gender, or social status.
4. Librarians shall refuse gifts or favors from clients and library suppliers for personal interest. They shall avoid using the library's resources to the detriment of services which the library renders to its users.

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4.3 CHED Memorandum Order No. 48

CHED MEMORANDUM ORDER NO. 48

Updated Standards and Guidelines for the Grant and/or Retention of University Status vis-a-viz Higher Education Institutions (HEIs).

Section 3.8. Library and Laboratory Facilities and Equipment

The Library and Laboratory facilities and equipment of the HEI must conform to the standards set by the Commission. In addition as far as possible, the HEI should also provide its students with access to other library resources and databases through the internet and other information technology facilities, including CD-ROM databases.

Area V. Library

AREAS OF EVALUATION	PTS.	REQUIREMENT SPECIFICATIONS
1. Qualification of Librarian	1.0	At least one (1) full time is a master's degree holder in Library Science Program 1 full time for 500 students and 1 additional for every 1,000 increase.
2. Title References	6.0	2.1. Basic collection of 5,000 titles for population of less than 500. 2.2.
		Enrollment Title/Student Volumes
		500 or less 10 5,000
		501-1,000 10 10,000
		1,000-3,000 8 24,000
		3,001-5,000 6 30,000
		5,001-above 6 40,000
		2.3. 5% of the Book Collection should be Filipiniana/Orientalia
		2.4. 40% of the book collection should be of major field.
3. Local Subscription	0.5	2 professional journals/program
		1 pt. = 1 local journal
4. Foreign Subscription	0.5	1 international professional journal/program
5. Library Space	2.0	Able to accommodate 15% to 20% of student population in one setting.
Total Rating	10.0	

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4.4 List of Printed periodicals and journals per program

CAH	Periodical Titles (Journals and Magazines)
BA Communication	Communication Research Trends, English Journal, English Teaching Professional, Writers Digest, Philippine Communications Review, Philippine Graphic
BA Pol Sci	Harvard Political Review, Philippine Political Science Journal, Council Chronicle
BS Psychology	Psychology Today, Philippine Journal of Psychology
BS Social Work	Journal of Sociology and Social Welfare, Phil. Journal of Social Work
BA Philippine Studies	Philippine Studies, Phil. Journal of History, Womens Journal, The Philippine Statistician
CBA	
BS Accountancy	
BS in Business Administration	
Business Economics	Journal of Education for Business, Philippine Review of Economics
Financial Management	
Human Resource Dev't Mgt	Human Resource executive
Management Accounting	
Marketing Management	Journal of Managerial Issues
BS Entrepreneurship (majors in: AgriBusiness, Innovations and Technology, Franchising and Trading)	Money Sense, Farm Industry News, Organic Farming, Biological Agriculture and Horticulture : An International Journal for sustainable production, Farm Futures, Agricultural Economics, Applied Engineering in Agriculture
BS in Public Administration	Council Chronicle, Philippine Journal of Public Administration, Public Management, Asian Review on Public Admin.,
CCJE	
BS in Criminology	American Journal of Forensic Psychology, Criminologist, Journal of Criminal Law and Criminology, Police and Security News, Police: The Law Enforcer Magazines, Strategy and Tactics, The Criminologist,



CEAT	
BS Architecture	Philippine Graphic, Architectural Digest, Journal of Architectural & Planning, Architect,
BS Civil Engineering	Civil engineering, Phil. Engineering Journal, Engineering News Record, Roads & Bridges,
BS Electrical Engineering	Phil. Engineering Journal, Electrical Light and Power, Engineering News Record, IEEE SYSTEMS JOURNAL
BS Mechanical Engineering	Pollution Engineering, Journal of Applied Mechanics, Phil. Engineering Journal, Engineering News Record, Electronic Design
BS Petroleum Engineering	National Driller
CHMT	
BS Hospitality Management	Cake Craft and Decoration, Catering Magazine, Journal of Hospitality & Tourism, Hotel Management, Cook Magazine, World Food Magazine, Cook: Connecting Foodies
BS Tourism Management	Travel and Life, Asian Traveler (Rep. for Travel Plus Magazine), Cruise Travel, Food Arts, Food Technology, Hotel Management, Journal of Travel & Tourism Marketing, Travel and Leisure, Tourism Planning and Development,
CNHS	
BS Nursing	American Journal of Maternal/Child Nursing, Critical Care Nursing, Journal of Pediatric Nursing, Nursing, Philippine Journal of Nursing, The Journal of Continuing Education in Nursing,
Diploma in Midwifery	Phil. Journal of Pediatrics
CS	
BS Biology	
Preparatory Medicine	Plant Ecology and Diversity, Animal Science
BS Computer Science	MIS Quarterly, PC World US, Philippine Computing Journal, Gadgets Magazine
BS in Environmental Science	E- The Environmental Magazine, The Journal of Environmental Education, National Wildlife, Philippine Journal of Science, Popular Science, Science Activities, Wildlife Conservation, American Scientist, Astronomy, Plant Ecology and Diversity, Animal Science



BS in Information Technology	IEEE SYSTEMS JOURNAL
Department	
CTE	
BS Elementary Education	Childhood education, Modern Teacher
BS Secondary Education	
English	English Journal, Phil. Journal of Linguistics, Modern Teacher
Filipino	Modern Teacher
Mathematics	Mathematics Journal, Modern Teacher
MAPEH	Art Education Journal, National Art Education Association, Modern Teacher
Science	National Wildlife, Philippine Journal of Science, Popular Science, Science Activities, Wildlife Conservation, American Scientist, Astronomy, Modern Teacher
Social Studies	Modern Teacher
Technology and Livelihood Education	Modern Teacher
BSPEd	JOPERD, Strategies: A Journal for Physical & Sports Educ., Sports Digest
Graduate Studies	
Doctor of Education	College Planning and Management, School Planning and Management, Asia-Pacific Education Researcher
Master of Arts in Education	College Planning and Management, School Planning and Management, Asia-Pacific Education Researcher
Diploma in Teaching	Modern Teacher, School Planning and Management, Asia-Pacific Education Researcher
Graduate Diploma in Cultural Education	Modern Teacher, School Planning and Management, Asia-Pacific Education Researcher
Master of Arts in Management	Journal of Managerial Issues
Master in Public Administration	Council Chronicle, Philippine Journal of Public Administration, Public Management, Asian Review on Public Admin.,
Master of Science in Nursing	American Journal of Maternal/Child Nursing, Critical Care Nursing, Journal of Pediatric Nursing, Nursing, Philippine Journal of Nursing, The Journal of Continuing Education in Nursing,



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MS in Environmental
Management

E- The Environmental Magazine, The Journal of Environmental Education, National Wildlife, Philippine Journal of Science, Popular Science, Science Activities, Wildlife Conservation, American Scientist, Astronomy, Plant Ecology and Diversity, Animal Science

Bachelor of Laws

Ateneo Law Journal